



UNIVERSITY OF MISSOURI

Faculty Accomplishment System

USER MANUAL

AUGUST 2008

Faculty Accomplishment System

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A. CONCEPTS

1. Introduction to FAS

Brief Overview of the Faculty Accomplishment System

The Faculty Accomplishment System (FAS) was developed for the University of Missouri-Columbia in early 1999 by the Applications Development group to keep track of faculty members' annual service, publications, advising, and other activities.

FAS provides faculty members with one centralized and secure location to enter information and generate reports.

The Features of Faculty Accomplishment System

Before the development of FAS, a faculty member would have to input information multiple times, in multiple places. For creating reports pertaining to yearly faculty accomplishments, it could take as many as four to five weeks to go back and track down all of the necessary information for report compilation. Through a process of selecting the most often used criteria, which was submitted by faculty and departments, the following features are the basis for FAS:

- Web-based environment provides secure, easy to use Web forms, for entering information.
- Data is stored in a database that can be accessed by the faculty member and appropriate individuals for the purpose of creating and generating reports as well as other departmental uses.
- The faculty member or their representative can modify data.
- Custom reports can be created, and reports generated by FAS can be saved in a text format that is compatible with Microsoft Word or other word processing applications.
- "Optional Activities" can be defined for activities that are unique to any given department.

Reporting Features

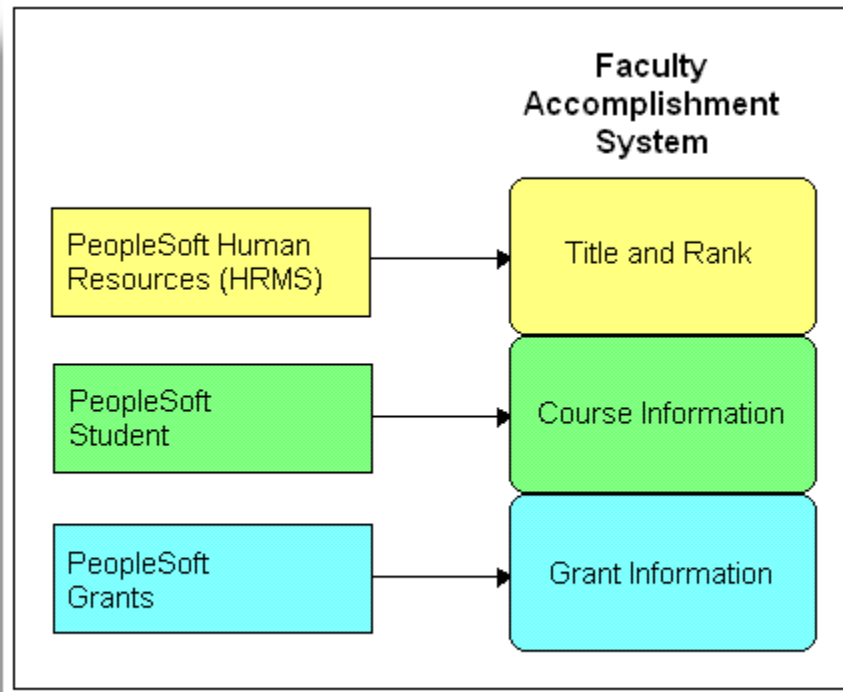
A variety of reports can be created within FAS, including:

- Faculty member annual report for department chair annual review.
- Departmental annual report.

- Faculty 5-year activity report for post-tenure review (beginning academic year 2006).
- Faculty activity information for P&T.
- Faculty documentation to support MU award applications.
- Faculty awards, grants, and publication reports used for departmental newsletters.
- Grant progress reports.
- Research, grant, and other activity reports for program reviews and self studies.
- Mission Enhancement “productivity,” by department, with respect to strategic plans, research boards, etc.
- Campus “book” report.
- Faculty honors and awards reports for “campus brags.”
- Keyword reports to identify faculty expertise.

2. FAS Data

Data for FAS comes from several sources. A faculty member's title and rank is pulled from the PeopleSoft Human Resources (HRMS); data for teaching (courses taught, student enrollment, and credit hours) is pulled from the PeopleSoft Student; and grant information is pulled from PeopleSoft Grants.



Incorrect Data

If the imported data is incorrect, it is because it is incorrect in another system. When FAS data has an error, it may be edited.

Missing Data

If data from another system is missing, the user may be able to import this data. However, if the data cannot be imported, it may be entered directly into FAS. Data entered directly into FAS will not display in another system.

B. PROCEDURES IN FAS

1. Accessing FAS

FAS is a Web-based application that can be accessed by visiting the URL:

<https://fas.missouri.edu/fas/fas>

Within FAS, Active Directory is used for login authentication and permissions designation. When an individual logs into FAS with their SSO ID or username and password, Active Directory will process the request. If authentication is successful, the user will be allowed to enter FAS. Accessibility levels, or permissions, are set automatically for the faculty members at read/write. The faculty member (or their appointed representative) will then set permissions for the provost and their department chair. The levels of permission will be discussed in more detail in **Section C. Using the FAS Database, Chapter 2. Account Manager.**

User Interfaces

The user interfaces associated with FAS are Web-based. They consist of HTML documents with embedded hyperlinks, form elements, and buttons used for sending the data that is typed into the form fields. Navigational elements, found on the left side of every FAS Web page, provide a logical and user-friendly experience for the user. Users will need to be familiar with the Internet and Web browser environment.

Software Requirements

Software requirements for FAS include:

- Operating System: Windows 95 or later, Windows NT 4.0 or later
- Web Browser: Microsoft Internet Explorer 4.0 or above (Windows 95, 98, 2000, NT, Mac), or Netscape Navigator 4.0 or above (Windows 95, 98, 2000, NT, Mac)

Communications Requirements

Communications requirements for FAS include:

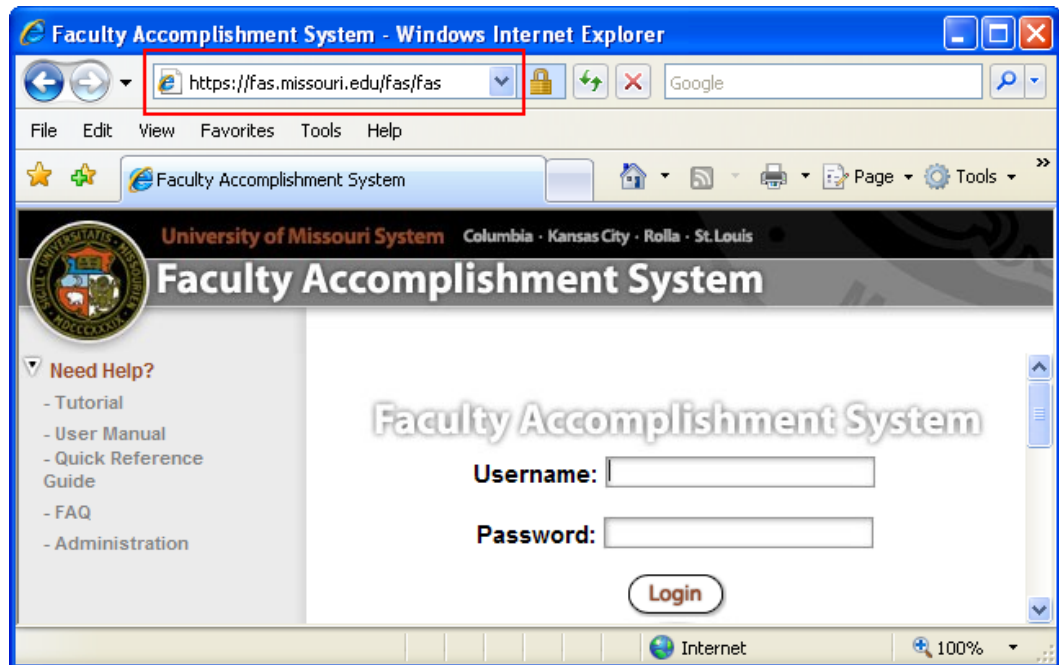
- Ethernet data communications network
- IP network layer protocol
- TCP transport layer protocol

To access FAS:

Step 1

Open a Web browser (i.e., Internet Explorer) and type the following URL into the Address field:

<https://fas.missouri.edu/fas/fas>

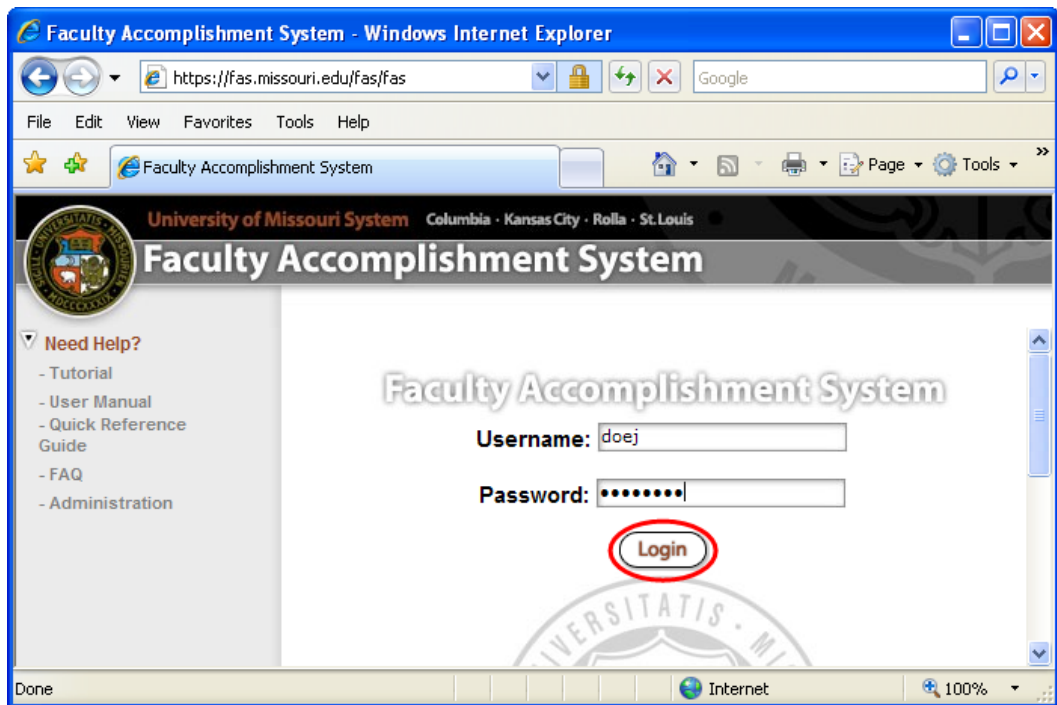
**Notes:**

Step 2

On the FAS log in page, enter your Username and Password.

NOTE: Username is sometimes referred to as Single Sign On ID or SSO ID. This is the same username and password you use to log in to your computer.

Click  after entering your username and password.



The procedure is complete.

Notes:

2. Navigation

From the FAS Main Menu, you have several navigational options.

At the top of the Main Menu is the User Information Bar which displays the logged in user's User ID, Title, Rank, Effective Campus, and Effective Name.

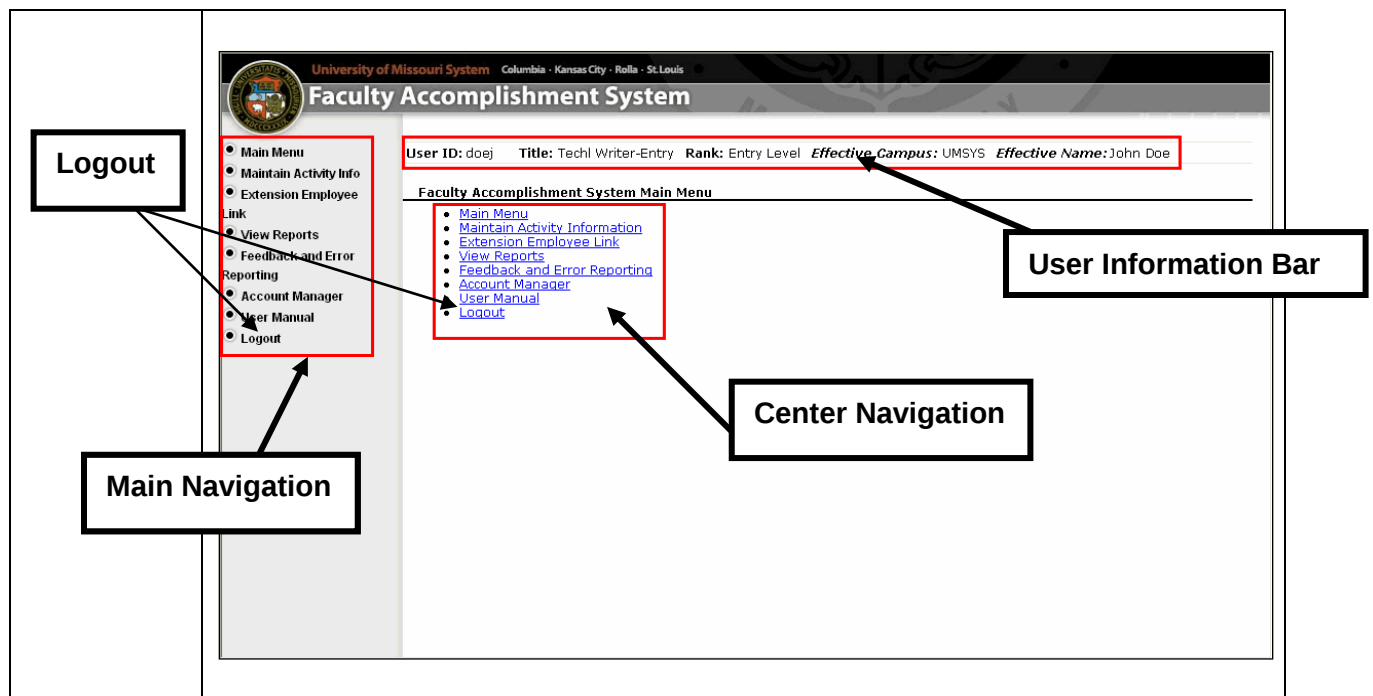
NOTE: If the information in the User Information Bar is incorrect, you will need to contact your human resources administrator.

Main Menu Navigational Elements

There are two methods of navigation from the Main Menu. The main navigational element is a listing of hypertext menu options located on the left-hand side of the browser window. These menu options will expand to reveal the submenu options. Click the submenu category to go to the associated interface. If the menu option does not have submenus, you will go directly to the user interface for that selected menu option.

In the center of the browser window you will find the secondary navigational element. The links in this section of the Main Menu will take you directly to the user interface related with that link. When you click a menu option in the left-hand side of the browser window that contains a submenu, the user interface in the center section of the browser window will change to correspond with the selected menu option.

You will find the Logout link in both navigational areas.



3. Need Help?

The Need Help? section of FAS contains all of the training materials that are available to FAS users. This section is available from both the log in page and within the application.



Tutorial

This link will access the Web-based tutorial for FAS. The tutorial provides a basic overview of FAS as well as step by step instructions, activities, and videos on how to access, use, and manage FAS and data contained within FAS.

User Manual

The FAS User Manual will open in a second browser window. The User Manual contains additional information about FAS as well as detailed instructions for using the application. You may view the User Manual online or print a copy for your use.

Quick Reference Guide

Once you are familiar with FAS, the Quick Reference Guide is a valuable resource for reminders on how to utilize the features within FAS. The Quick Reference Guide will open in a second browser window. You may view the Quick Reference Guide online or print a copy for your use.

FAQ

This is a list of frequently asked questions. The FAQs will open in a second browser window. You may view the FAQs online or print a copy for your use.

Administration

This is a list of FAS contacts for each campus. The contacts may be used for feedback and error reporting.

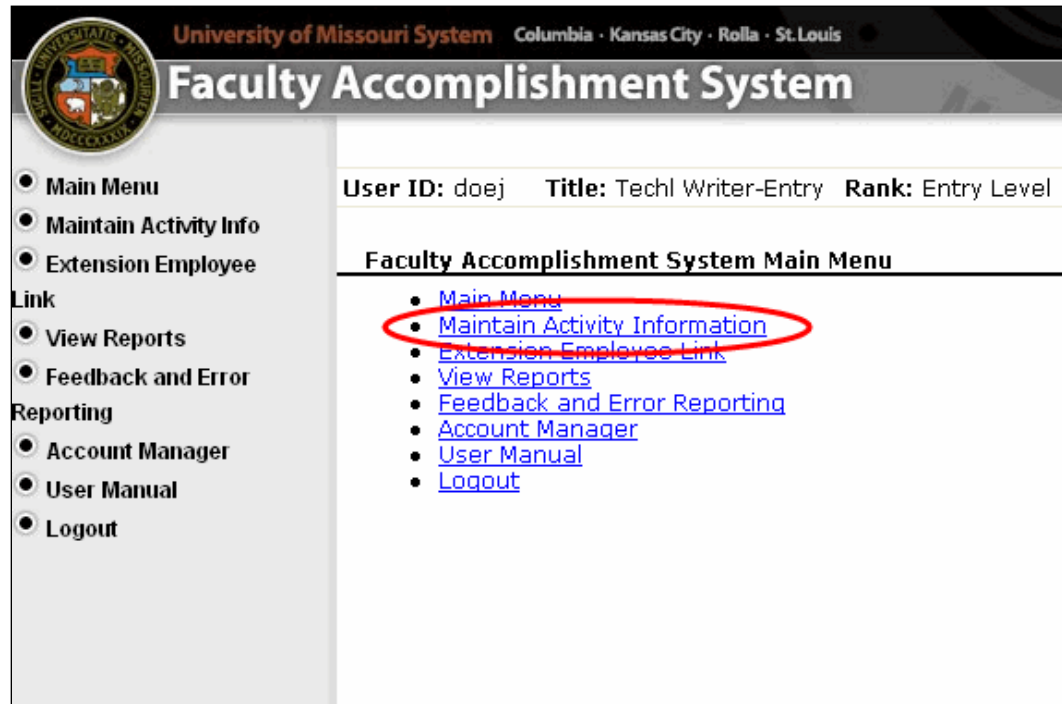
- UM System
 - Hala Dawood (IT)
- MU
 - Ken Dean (Academic)
 - Terry Robb (IT)
- UMKC
 - Andrew Draker (Academic and IT)
- UMSL
 - Lori Morgan (Academic)
 - Mary Brown (IT)
 - Larry Westermeyer (IT)
- Missouri S&T
 - Martha Grisham (Academic)
 - Jerry Hammons (IT)

4. Maintain Activity Information

This is the main section of FAS and it is where the information for a faculty member's account is kept current.

Step 1

From either navigation menu, select the Maintain Activity Information link.



University of Missouri System Columbia · Kansas City · Rolla · St. Louis

Faculty Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level

Faculty Accomplishment System Main Menu

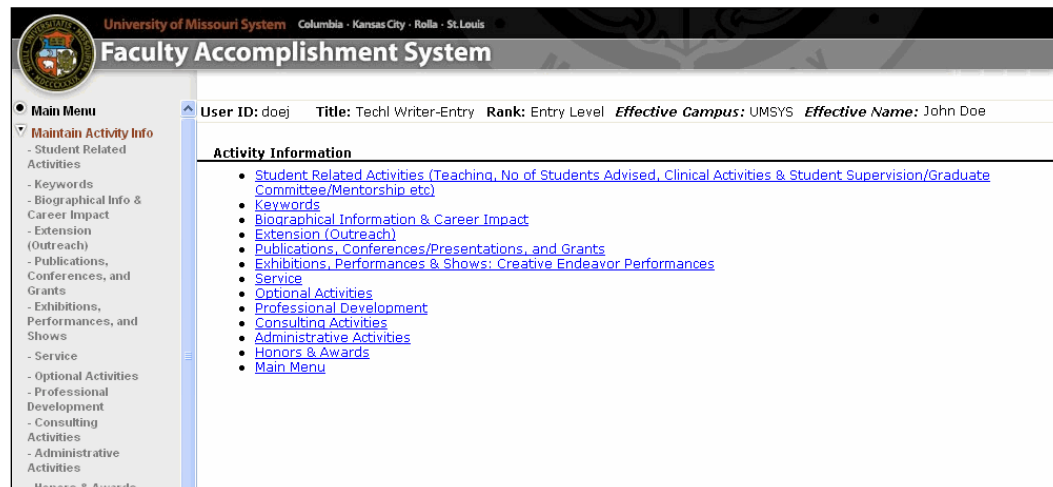
- [Main Menu](#)
- [Maintain Activity Information](#)
- [Extension Employee Link](#)
- [View Reports](#)
- [Feedback and Error Reporting](#)
- [Account Manager](#)
- [User Manual](#)
- [Logout](#)

Notes:



Step 2

This is what you will see:



Refer to the following table for a description of each submenu option.

Maintain Activity Information Submenu Options

Submenu Link	Description
Student Related Activities	Enter information related to courses, advising, graduate committees, and other teaching activities. Course data may be imported from SIS or entered directly into FAS.
Keywords	Select keywords that are descriptive of faculty accomplishments. Keywords can be utilized by a search engine to locate associated faculty.
Biographical Information & Career Impact	Enter education, work history, and a career impact statement.
Extension (Outreach)	Enter extension activities.
Publications, Conferences/Presentations, and Grants	Enter information related to publications, conferences, presentations, and grants. Grant information may be imported directly into FAS from PeopleSoft Grants.
Exhibitions, Performances & Shows	Enter data specific to exhibitions, performances, and shows.
Service	Enter service activities such as community service, club participation, organization involvement, etc.
Optional Activities	Enter accomplishments that do not fall under another submenu option.
Professional Development	Enter activities, dates, and certificates related to professional development.

Submenu Link	Description
Consulting Activities	Enter dates, roles, hours, and a description of consulting activities.
Administrative Activities	Enter administrative activity information.
Honors & Awards	Enter honor and award dates and grant name, if applicable.
Main Menu	Return to the Main Menu.

Notes:

Student Related Activities

Under the Maintain Activity Information menu item, the Student Related Activities section contains information related to courses, advising, graduate committees, and other teaching activities. Course data may be imported from SIS or entered directly into FAS.

Step 1

Select Student Related Activities under the main menu item Maintain Activity Information.

University of Missouri System Columbia · Kansas City · Rolla · St. Louis

Faculty Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Main Menu

- ▼ **Maintain Activity Info**
 - Student Related Activities**
 - Keywords
 - Biographical Info & Career Impact
 - Extension (Outreach)
 - Publications, Conferences, and Grants
 - Exhibitions, Performances, and Shows
 - Service
 - Optional Activities
 - Professional Development
 - Consulting Activities
 - Administrative Activities
 - Honors & Awards

Activity Information

- Student Related Activities (Teaching, No of Students Advised, Clinical Activities & Student Supervision/Graduate Committee/Mentorship etc)**
- Keywords
- Biographical Information & Career Impact
- Extension (Outreach)
- Publications, Conferences/Presentations, and Grants
- Exhibitions, Performances & Shows: Creative Endeavor Performances
- Service
- Optional Activities
- Professional Development
- Consulting Activities
- Administrative Activities
- Honors & Awards
- Main Menu

Step 2

This is what you will see:

University of Missouri System Columbia · Kansas City · Rolla · St. Louis

Faculty Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective

Main Menu

- ▼ **Maintain Activity Info**
 - ▼ **Student Related Activities**
 - Courses
 - No of Students Advised
 - Other Teaching Activities
 - Grad Committees
 - Clinical Instruction
 - Keywords
 - Biographical Info & Career Impact
 - Extension (Outreach)
 - Publications, Conferences, and Grants

Teaching & Student Related Activities

- Courses
- Clinical Instruction
- No of Students Advised
- Other Teaching Activity
- Graduate Committee/Student Supervision(Res & Independent Study)/Mentorship etc
- Main Menu

Refer to the following table for a description of each submenu option.

Student Related Activities Submenu Options

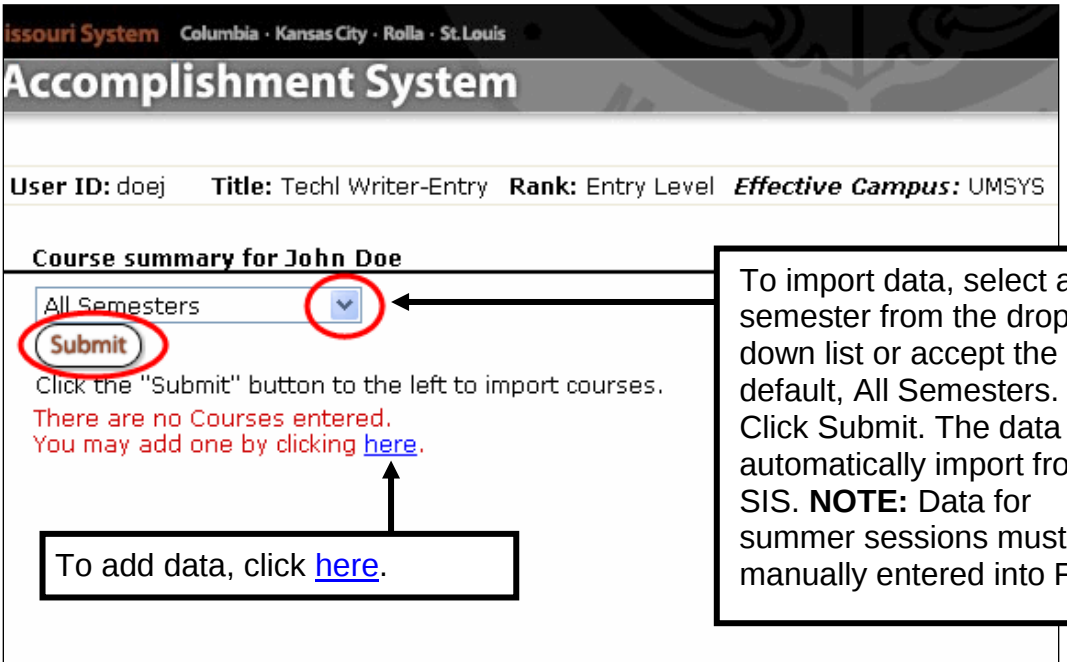
Submenu Link	Description
Courses	Enter or import course listings and details by term.
Clinical Instruction	Enter details on courses of clinical instruction.
No of Students Advised	Enter the advising activities.
Other Teaching Activity	Enter teaching activities not accounted for in another category.
Graduate Committee/Student Supervision /Mentorship	Enter information about participation on a graduate committee, mentorship, or other activity.
Main Menu	Return to the Main Menu.

Notes:

Courses

Course data is any data that has to do with classes you have taught or are currently teaching. In this section of FAS, you can import, view, add, update, or delete data for these classes.

Path	Maintain Activity Information > Student Related Activities > Courses
-------------	---

Step 1	This is the Course Summary page before data is imported or added. You may add data manually or import existing data from SIS.  NOTE: The accuracy of imported course data is determined by the accuracy of the data in SIS. If you find data errors, contact the Registrar's Office.
---------------	--

Notes:



Step 2This is the **Add Course** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add Course

Term:* Percentage responsibility: %

Campus (where course was taught):*

Reference #:

Title:

Course No.:

Enrollment:

Evaluation Score:

Description:
(Maximum of 2000 characters)

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Course Summary page without saving.

Step 3This is the **Course Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Course summary for John Doe

Click the "Submit" button to the left to import courses.

Title	Number	Term	Reference	Source	Add
How to use FAS	101	FS2009	123	USER	Delete

Click the course title to edit the course record.

Click these buttons to add or delete a course record.

Step 4This is the **Edit Course** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Course

Term: *	Fall Semester 2009	Percentage responsibility:	100 %
Campus (where course was taught): *	UMC	Credit Hrs:	2
Reference #:	123	Total Credit HRS:	
Title:	How to use FAS	Contact Hrs:	
Course No.:	101	Num. TAs:	
Enrollment:	5	Evaluations Given?	---
Evaluation Score:		Team Taught?	---
Description: (Maximum of 2000 characters)			
This course is...			

(Fields marked with * are REQUIRED)

Modify one or more fields. Click to save your changes or click to return to the Course Summary page without saving.

*The procedure is complete.***Notes:**

Clinical Instruction

In this section of FAS, you can view, add, update, or delete clinical instruction data.

Path	Maintain Activity Information > Student Related Activities > Clinical Instruction
-------------	--

Step 1	This is the Course Summary page for clinical instruction before data is added:
---------------	--

Notes:

Step 2

This is the **Add Clinical Instruction** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add Clinical Instruction

Term **or** time period should be selected

Activity Type: Clinical Instruction From: * To: *

Term: * Course Title or Clerkship: Number of Elective Months: 1 2 3 4 5 6 7 8 9 10 11 12

Course No.: 1 2 3 4 5 6 7 8 9 10 11 12 Number of 1/2 days per week spent providing clinical instruction: 1 2 3 4 5 6 7 8 9 10 11 12

Course Coordinator? --- Contact Hours: 1 2 3 4 5 6 7 8 9 10 11 12

Number of 50 minute periods: 1 2 3 4 5 6 7 8 9 10 11 12 Enrollment: 1 2 3 4 5 6 7 8 9 10 11 12

Description: (Maximum of 2000 characters)

Save Cancel

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click **Save** to save the information or **Cancel** to return to the Course Summary page without saving.

Step 3

This is the **Course Summary** page for clinical instruction after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Course summary for John Doe

Title	Number	Period	Activity Type	Add	Delete
FAS Basics	101	01-01-2004 to 01-01-2005	Clinical Instruction	Add	Delete

Click the course title to edit the course record.

Click these buttons to add or delete a course record.

Step 4This is the **Edit Clinical Instruction** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Clinical Instruction

Term **or** time period should be selected

Activity Type: Clinical Instruction From: * -- -- --

Term: * Fall Semester 2009 To: * -- -- --

Course Title or Clerkship: FAS Basics Number of Elective Months:

Course No.: 101 Number of 1/2 days per week spent providing clinical instruction:

Course Coordinator? Yes Contact Hours:

Number of 50 minute periods: 1 Enrollment: 5

Description:
(Maximum of 2000 characters)

This course is...

[Update](#) [Cancel](#)

(Fields marked with * are REQUIRED)

Modify one or more fields. Click [Update](#) to save your changes or click [Cancel](#) to return to the Course Summary page without saving.

*The procedure is complete.***Notes:**

No of Students Advised

In this section of FAS, you can import (Rolla only), view, add, update, or delete advising activity data.

Path	Maintain Activity Information > Student Related Activities > No of Students Advised
-------------	--

Step 1	This is the Advising Summary page before data is imported or added:
---------------	---

Notes:

Step 2

This is the **Add Advising Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Tech Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add Advising Activity

Term: * Fall Semester 2009 Term Finished: * Fall Semester 2009

Level: * ----- # of Students: *

Role Played:

Advising Quality:

Save **Cancel**

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click **Save** to save the information or **Cancel** to return to the Advising Summary page without saving.

NOTE: If you save, you will automatically be directed to the Edit Advising Activity page.

Notes:

Step 3This is the **Edit Advising Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Advising Activity

Term:* FS2009 Term Finished:* FS2009
 Level:* Undergraduate # of Students:* 5

Role Played:

Advising Quality:

(Fields marked with * are REQUIRED)

Student List for this Activity

[Import Students from PeopleSoft \(Rolla only\)](#)
 There are no Students entered.
 You may add one by clicking [here](#).

To import student data (Rolla only), click [Import Students from PeopleSoft](#).

To add student data, click [here](#).

Notes:

Step 4

This is the **Add Student to Advising Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add Student to Advising Activity

Student ID: * Term Finished:

Student Name:

Notes:

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Edit Advising Activity page without saving.

NOTE: This form will need to be completed for every student pertaining to the advising activity.

Notes:

Step 5

This is the **Edit Advising Activity** page after student data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Advising Activity

Term: * FS2009 Term Finished: * FS2009
 Level: * Undergraduate # of Students: * 5

Role Played:

Advising Quality:

(Fields marked with * are REQUIRED)

Student List for this Activity

[Import Students from PeopleSoft \(Rolla only\)](#)

Student ID	Student Name	Desc.	Term Finished	
12345678	Jane Doe		FS2009	Add Delete

Click these buttons to add or delete a student on the student list.

Click the student ID to edit student data.

When you are finished adding student data, click to save your changes and return to the Advising Summary page.

Notes:

Step 6

This is the **Advising Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Advising summary for John Doe

[Import Advising Activities from PeopleSoft \(Rolla only\)](#)

Term Started	Term Finished	Level	# Students	
FS2009	FS2009	Undergraduate	5	Add Delete

Click the term started link to edit the advising activity.

Click these buttons to add or delete an advising activity.

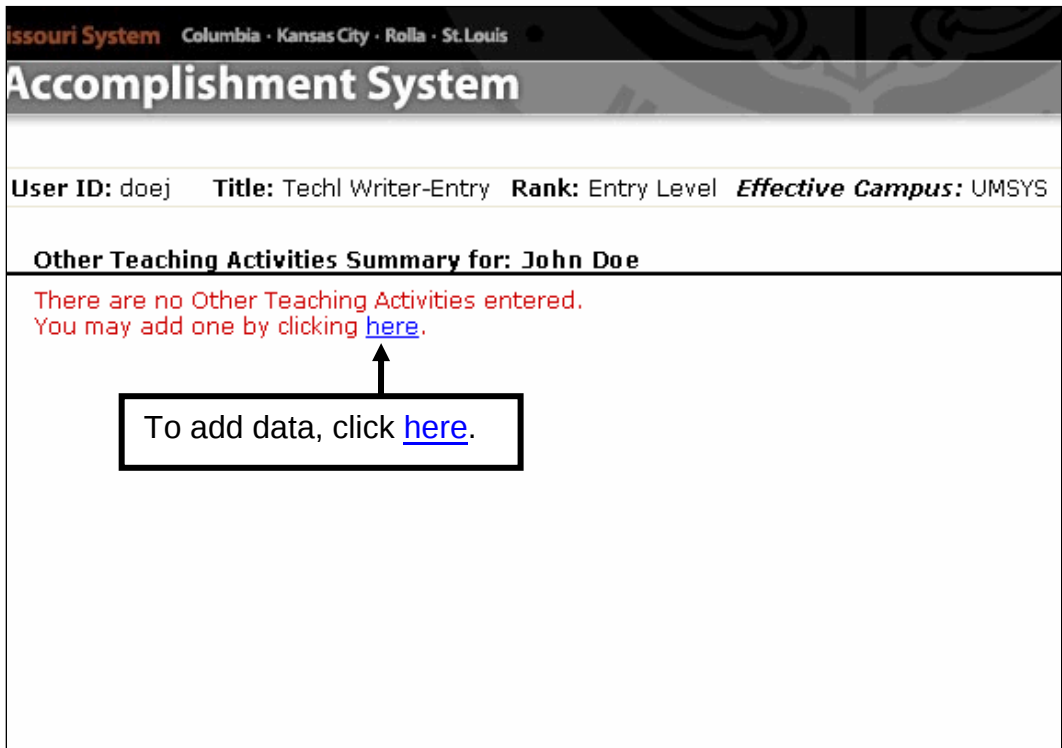
The procedure is complete.

Notes:

Other Teaching Activity

In this section of FAS, you can view, add, update, or delete teaching activity data that is not accounted for in another defined submenu option.

Path	Maintain Activity Information > Student Related Activities > Other Teaching Activity
-------------	---

Step 1	This is the Other Teaching Activities Summary page before data is added: 
---------------	--

Notes:

Step 2

This is the **Add Other Teaching Activity** page:

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click **Save** to save the information or **Cancel** to return to the Other Teaching Activities Summary page without saving.

Step 3

This is the **Other Teaching Activities Summary** page after data has been added:

Click the activity title to edit the teaching activity.

Click these buttons to add or delete a teaching activity.

Step 4This is the **Edit Other Teaching Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Other Teaching Activity

Title: Example of Other Teaching Activity

Activity Name: Example Name

Activity Type: Guest Teaching Instructor

Starting Date: [MM-DD-YYYY] * Jan 1 2005

Ending Date: [MM-DD-YYYY] Jan 1 2006

Other activities:

Location: Main Campus

Participants:

Description: This teaching activity...

Update **Cancel**

(Fields marked with * are REQUIRED)

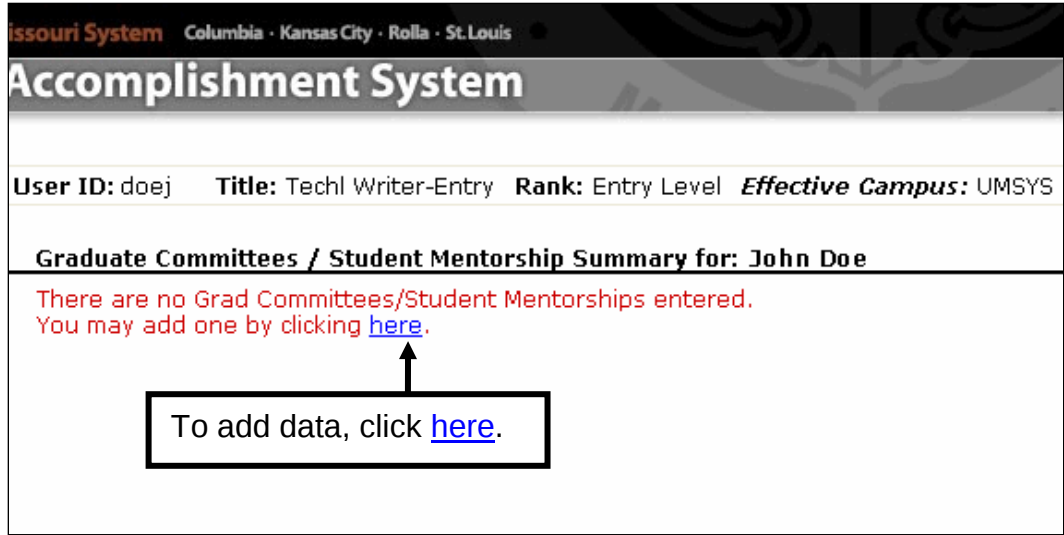
Modify one or more fields. Click **Update** to save your changes or click **Cancel** to return to the Other Teaching Activities Summary page without saving.

*The procedure is complete.***Notes:**

Graduate Committee/Student Supervision (Res & Independent Study)/Mentorship

In this section of FAS, you can view, add, update, or delete graduate committee and student mentorship data.

Path	Maintain Activity Information > Student Related Activities > Graduate Committee/Student Supervision (Res & Independent Study)/Mentorship
-------------	---

Step 1	This is the Graduate Committees/Student Mentorship Summary page before data is added: 
---------------	---

Notes:

Step 2

This is the **Add New Graduate Committee/Student Mentorship** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add New Graduate Committee / Student Mentorship

Student Name: Thesis/project/dissertation title:

Role: Date Begun: [MM-DD-YYYY] * -- -- 2004

Type: Date Completed: [MM-DD-YYYY] -- -- 2004

Description:

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Graduate Committees/Student Mentorship Summary page without saving.

Step 3

This is the **Graduate Committees/Student Mentorship Summary** page after data has been added.

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Graduate Committees / Student Mentorship Summary for: John Doe

Student Name	Type	Role	Date Begun	
Jane Doe	Undergraduate Independent Study	Independent Study Supervisor	01-01-2004	Add Delete

Click the student name to edit the graduate committee/student mentorship.

Click these buttons to add or delete a graduate committee/student mentorship.

Step 4

This is the **Edit Graduate Committee/Student Mentorship** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Tech Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Graduate Committee / Student Mentorship

Student Name: Jane Doe

Role: Independent Study Supervisor

Type: Undergraduate Independent Study

Thesis/project/dissertation title: FAS

Date Begun: [MM-DD-YYYY] * Jan 1 2004

Date Completed: [MM-DD-YYYY] Jan 1 2005

Description: This study...

[Update](#) [Cancel](#)

(Fields marked with * are REQUIRED)

Modify one or more fields. Click [Update](#) to save your changes or click [Cancel](#) to return to the Graduate Committee/Student Mentorship Summary page without saving.

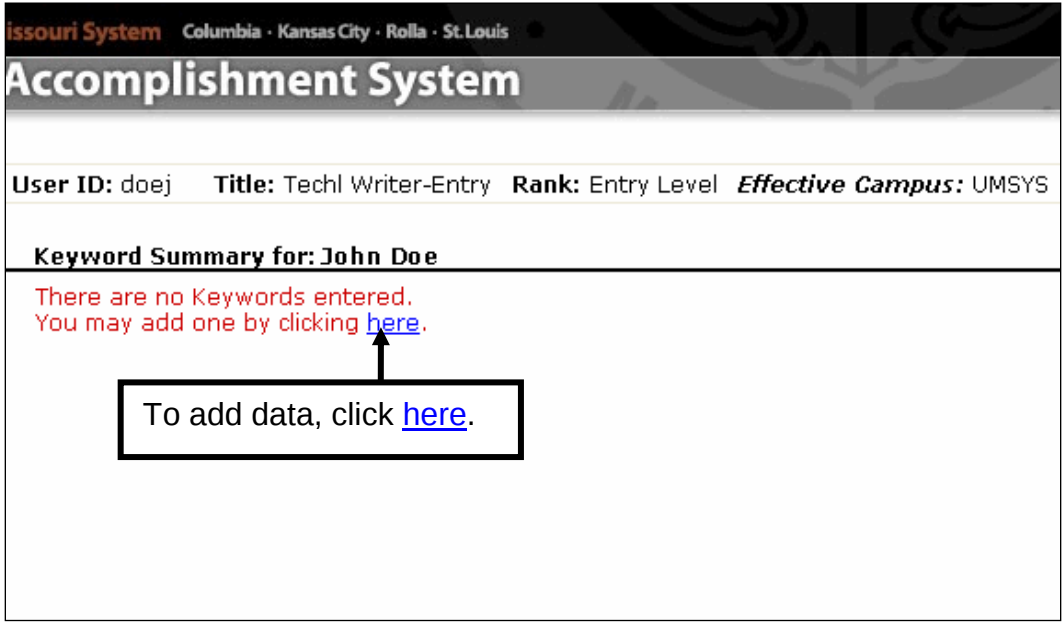
The procedure is complete.

Notes:

Keywords

In this section of FAS, you can view, add, or delete Keywords that are descriptive of faculty accomplishments. Keywords can be utilized by a search engine to locate associated faculty.

Path	Maintain Activity Information > Keywords
-------------	--

Step 1	This is the Keyword Summary page before data is added: 
---------------	--

Notes:



Step 2

This is the **Select Keywords for Your Profile** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level *Effective Campus:* UMSYS

Select Keywords for Your Profile

[Click here to return to your keyword summary.](#)

Enter a term below to search for a keyword

Click on the "📁" to expand the hierarchy, Click on a keyword to select it.

- 📁 [Agriculture and Food Sciences](#)
- 📁 [Area Studies](#)
- 📁 [Arts and Humanities](#)
- 📁 [Business, Management and Commerce](#)
- 📁 [Education](#)
- 📁 [Energy Sciences](#)
- 📁 [Engineering](#)
- 📁 [Health and Medicine](#)
- 📁 [Law](#)
- 📁 [Natural and Physical Sciences, Mathematics and Technology](#)
- 📁 [Social Sciences](#)

Click on a keyword link to add it to your profile or click 📁 to view subfolders that contain additional keywords.

To search for a keyword, enter a term in the search field and click . Within the keyword search results, click on a keyword link to add it to your profile or click 📁 to view subfolders that contain additional keywords.

When you are done adding keywords, click [Click here to return to your keyword summary](#) to review the keywords you have associated to your profile.

Step 3

This is the **Keyword Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Keyword Summary for: John Doe

Keyword Code	Description	
0500000	Education	Add Delete

Click these buttons to add or delete a keyword.

The procedure is complete.

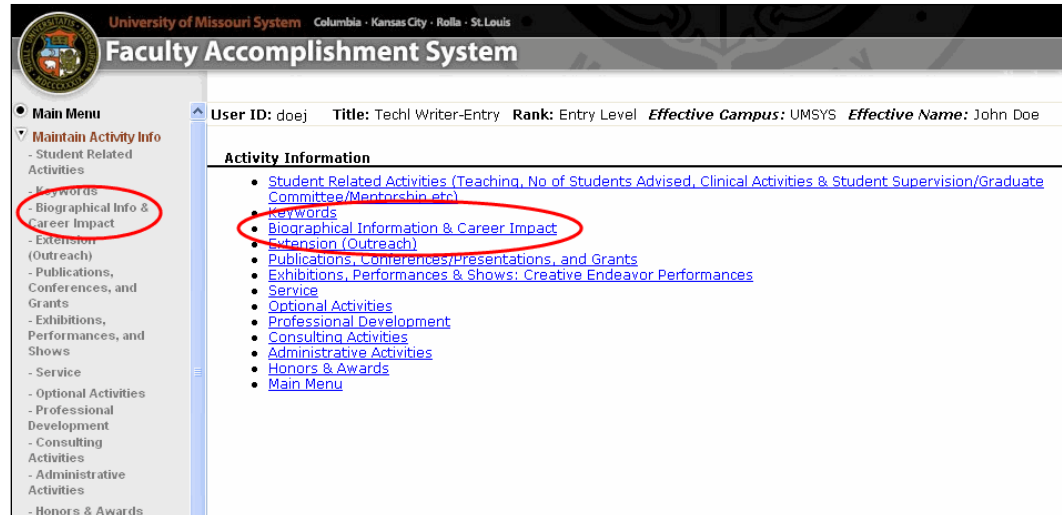
Notes:

Biographical Information & Career Impact

Under the Maintain Activity Information menu item, the Biographical Information & Career Impact section contains information related to education, work history, as well as a career impact statement.

Step 1

Select Biographical Information & Career Impact under the main menu item Maintain Activity Information.



University of Missouri System Columbia · Kansas City · Rolla · St. Louis

Faculty Accomplishment System

User ID: doej Title: Tech Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Main Menu

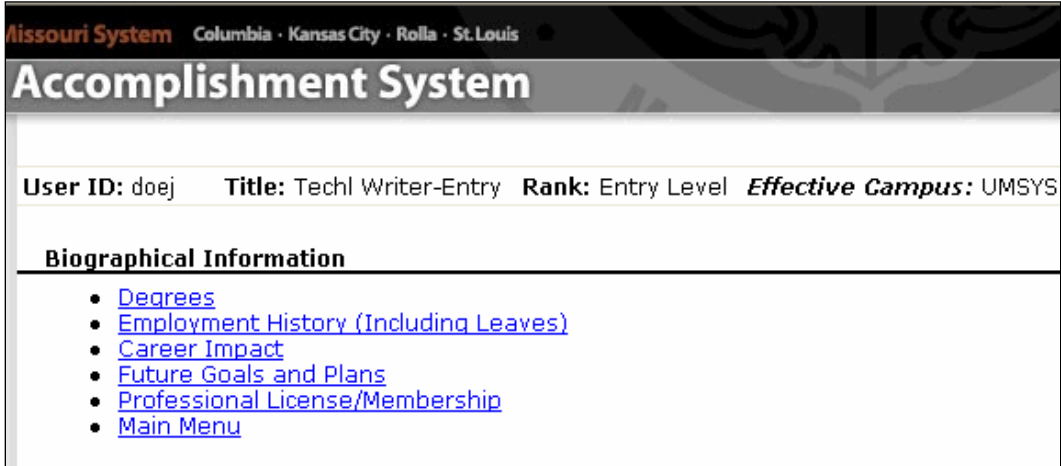
- ▼ **Maintain Activity Info**
 - Student Related Activities
 - Keywords
 - **Biographical Info & Career Impact**
 - Extension (Outreach)
 - Publications, Conferences, and Grants
 - Exhibitions, Performances, and Shows
 - Service
 - Optional Activities
 - Professional Development
 - Consulting Activities
 - Administrative Activities
 - Honors & Awards

Activity Information

- [Student Related Activities \(Teaching, No of Students Advised, Clinical Activities & Student Supervision/Graduate Committee/Mentorship etc\)](#)
- [Keywords](#)
- **[Biographical Information & Career Impact](#)**
- [Extension \(Outreach\)](#)
- [Publications, Conferences/presentations, and Grants](#)
- [Exhibitions, Performances & Shows: Creative Endeavor Performances](#)
- [Service](#)
- [Optional Activities](#)
- [Professional Development](#)
- [Consulting Activities](#)
- [Administrative Activities](#)
- [Honors & Awards](#)
- [Main Menu](#)

Notes:



Step 2	This is what you will see:  Refer to the following table for a description of each submenu option.
---------------	--

Biographical Information & Career Impact Submenu Options

Submenu Link	Description
Degrees	Enter details on degrees that you have received.
Employment History (Including Leaves)	Enter a history of occupational experience.
Career Impact	Enter a career impact statement.
Future Goals and Plans	Enter a description of future goals and plans.
Professional License/ Membership	Enter professional license and membership information for which you are affiliated.
Main Menu	Return to the Main Menu.

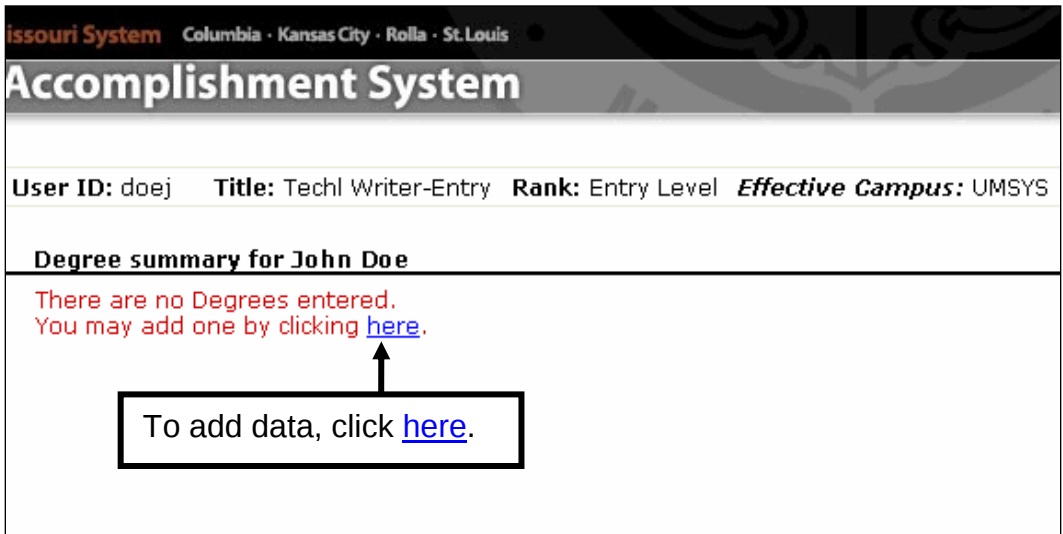
Notes:



Degrees

In this section of FAS, you can view, add, update, or delete degree data.

Path	Maintain Activity Information > Biographical Information & Career Impact > Degrees
-------------	---

Step 1	This is the Degree Summary page before data is added: 
---------------	---

Notes:



Step 2

This is the **Add Degree** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level *Effective Campus:* UMSYS

Add Degree

Degree: * Associate of Arts

Year:

Institution:

Degree Program/Major:

Save Cancel

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click **Save** to save the information or **Cancel** to return to the Degree Summary page without saving.

Step 3

This is the **Degree Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level *Effective Campus:* UMSYS *Effective Name:* John Doe

Degree summary for John Doe

Year	Institution	Program/Major	Degree Type	
1995	University of Missouri - Columbia		A.A.	Add Delete

Click the year to edit the degree.

Click these buttons to add or delete a degree.

Step 4

This is the **Edit Degree** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej **Title:** Techl Writer-Entry **Rank:** Entry Level **Effective Campus:** UMSYS

Edit Degree

Degree:*

Year:

Institution:

Degree Program/Major:

(Fields marked with * are REQUIRED)

Modify one or more fields. Click to save your changes or click to return to the Degree Summary page without saving.

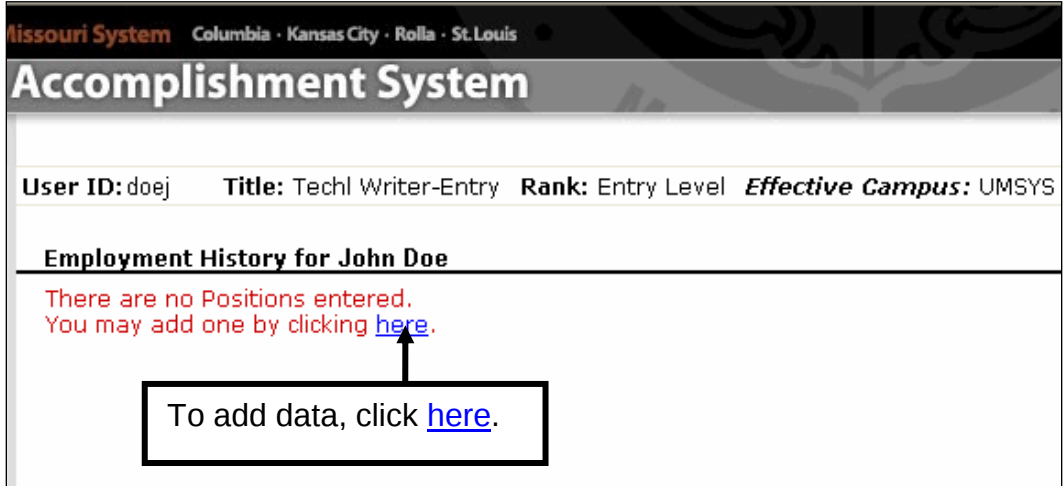
The procedure is complete.

Notes:

Employment History (Including Leaves)

In this section of FAS, you can view, add, update, or delete work experience data as well as employment leave information.

Path	Maintain Activity Information > Biographical Information & Career Impact > Employment History (Including Leaves)
-------------	---

Step 1	This is the Employment History summary page before data is added: 
---------------	---

Notes:

Step 2

This is the **Add Employment Position** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name:

Add Employment Position

Year Started:

Year Left:

Employer:

Position/Job Description:

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Employment History summary page without saving.

Step 3

This is the **Employment History** summary page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Employment History for John Doe

Year Started	Year Left	Employer	Position/Job Description	
2000	2005	State of Missouri	Technical Writer	Add Delete

Click the year to edit the position.

Click these buttons to add or delete a position.

Step 4

This is the **Edit Previous Employment Position** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level *Effective Campus:* UMSYS

Edit Previous Employment Position

Year Started:

Year Left:

Employer:

Position/Job Description:

(Fields marked with * are REQUIRED)

Modify one or more fields. Click to save your changes or click to return to the Work Experience summary page without saving.

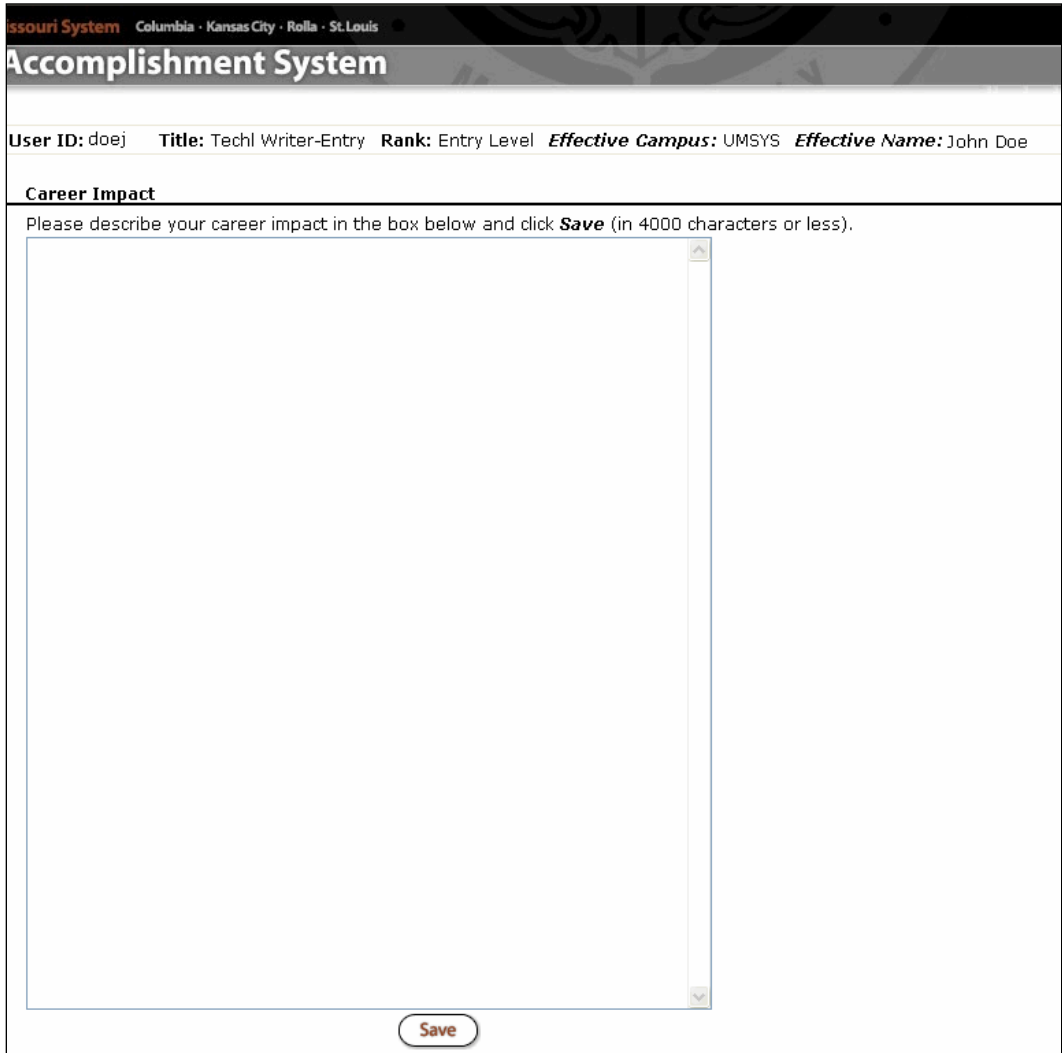
The procedure is complete.

Notes:

Career Impact

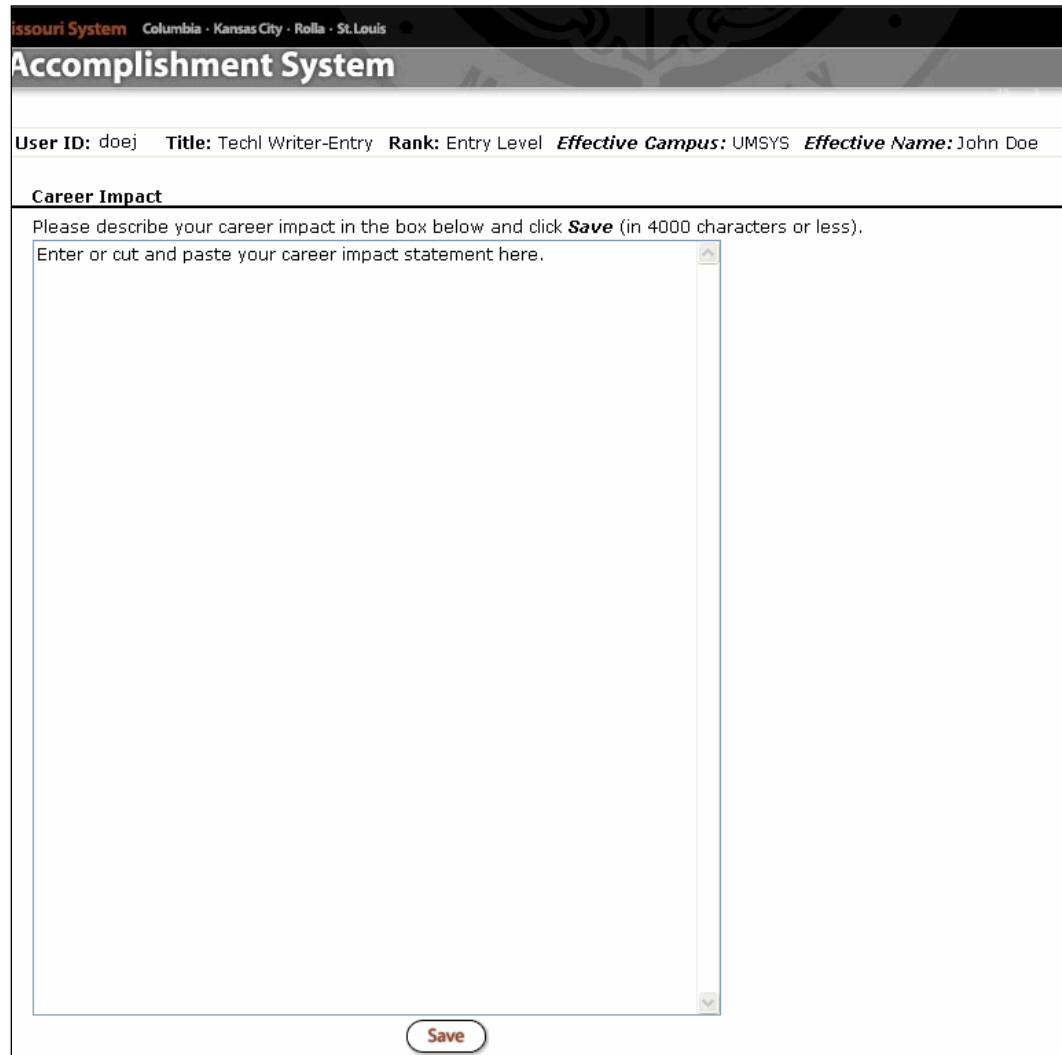
In this section of FAS, you can view, add, update, or delete career impact information.

Path	Maintain Activity Information > Biographical Information & Career Impact > Career Impact
-------------	---

Step 1	This is the Career Impact page before information is added:  Enter a career impact statement.
---------------	---

Step 2

This is the **Career Impact** page after information has been added:



Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Career Impact

Please describe your career impact in the box below and click **Save** (in 4000 characters or less).
Enter or cut and paste your career impact statement here.

Save

When you are finished entering or making changes to your career impact statement, click **Save**.

NOTE: You can copy and paste text from another file into the career impact text box.

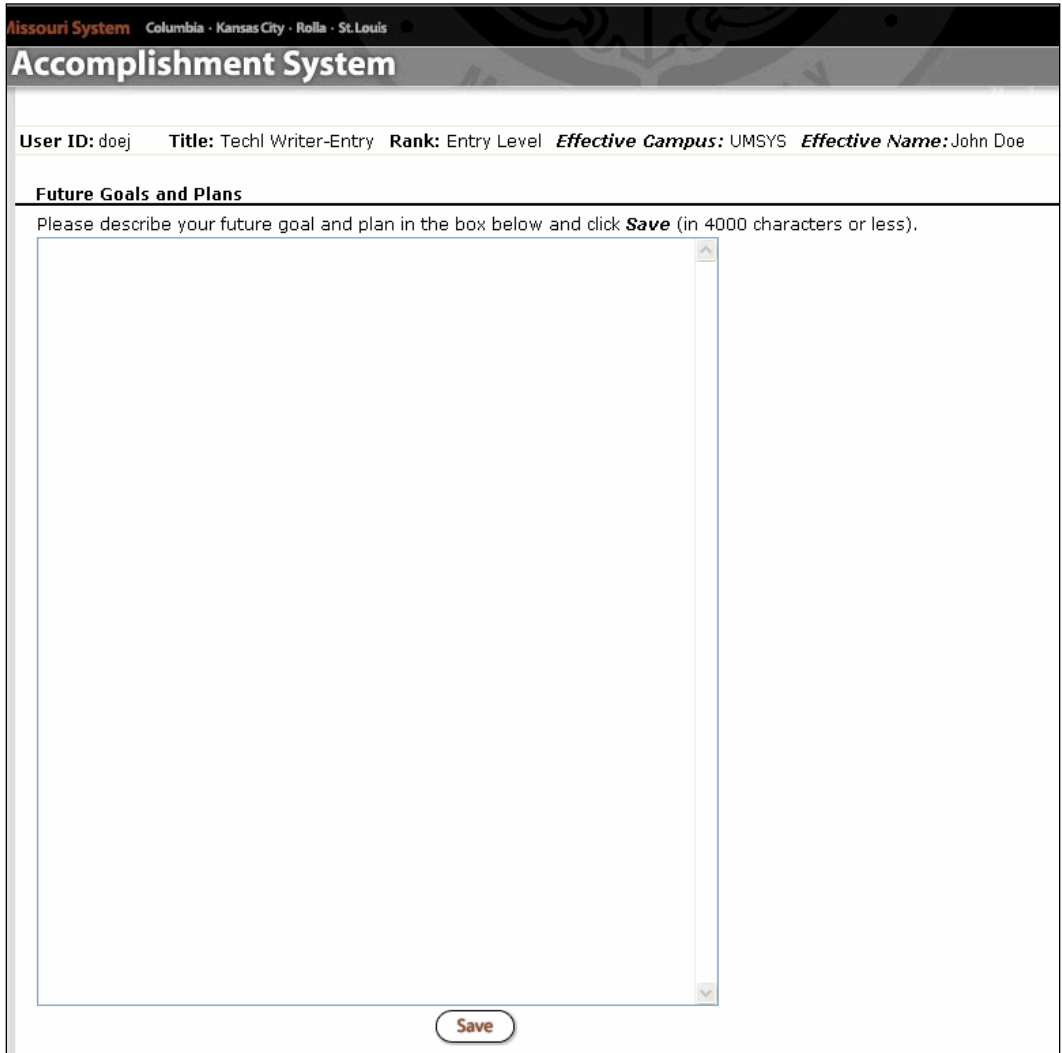
The procedure is complete.

Notes:

Future Goals and Plans

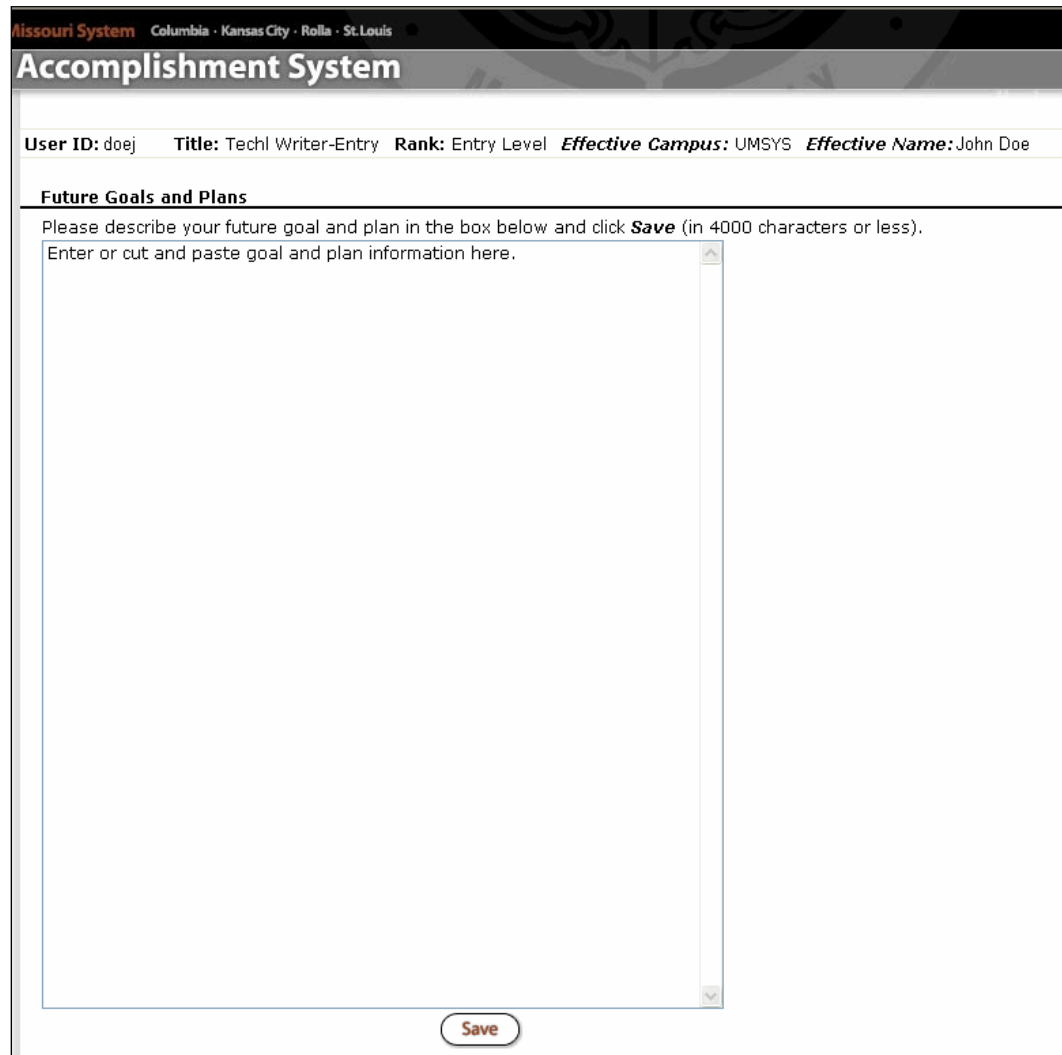
In this section of FAS, you can view, add, update, or delete goal and plan information.

Path	Maintain Activity Information > Biographical Information & Career Impact > Future Goals and Plans
-------------	--

Step 1	This is the Future Goals and Plans page before information is added:  Enter goal and plan information.
---------------	--

Step 2

This is the **Future Goals and Plans** page after information has been added:



Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Future Goals and Plans

Please describe your future goal and plan in the box below and click **Save** (in 4000 characters or less).
Enter or cut and paste goal and plan information here.

Save

When you are finished entering or making changes to your goals and plans, click **Save**.

NOTE: You can copy and paste text from another file into the future goals and plans text box.

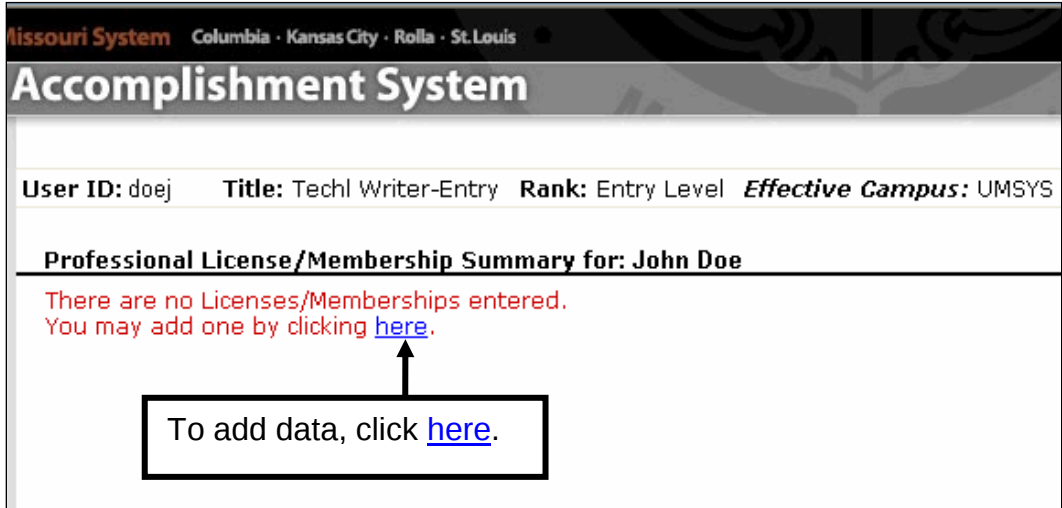
The procedure is complete.

Notes:

Professional License/Membership

In this section of FAS, you can view, add, update, or delete professional license and membership information for any professional organization.

Path	Maintain Activity Information > Biographical Information & Career Impact > Professional License/Membership
-------------	---

Step 1	This is the Professional License/Membership summary page before data is added: 
---------------	--

Notes:

Step 2

This is the **Add New Professional License/Membership** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add New Professional License/Membership

License/Membership Name: *

Start Date: * 2007

End Date:

Save Cancel

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click **Save** to save the information or **Cancel** to return to the Professional License/Membership summary page without saving.

Step 3

This is the **Employment History** summary page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Professional License/Membership Summary for: John Doe

License/Membership Name	Start Date	End Date	
National Society of Technical Writers	01-01-2001		Add Delete

Click the name to edit the position.

Click these buttons to add or delete a license or membership.

Step 4

This is the **Edit Professional License/Membership** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Tech Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Professional License/Membership

License/Membership Name: *

Start Date: *

End Date:

(Fields marked with * are REQUIRED)

Modify one or more fields. Click to save your changes or click to return to the Work Experience summary page without saving.

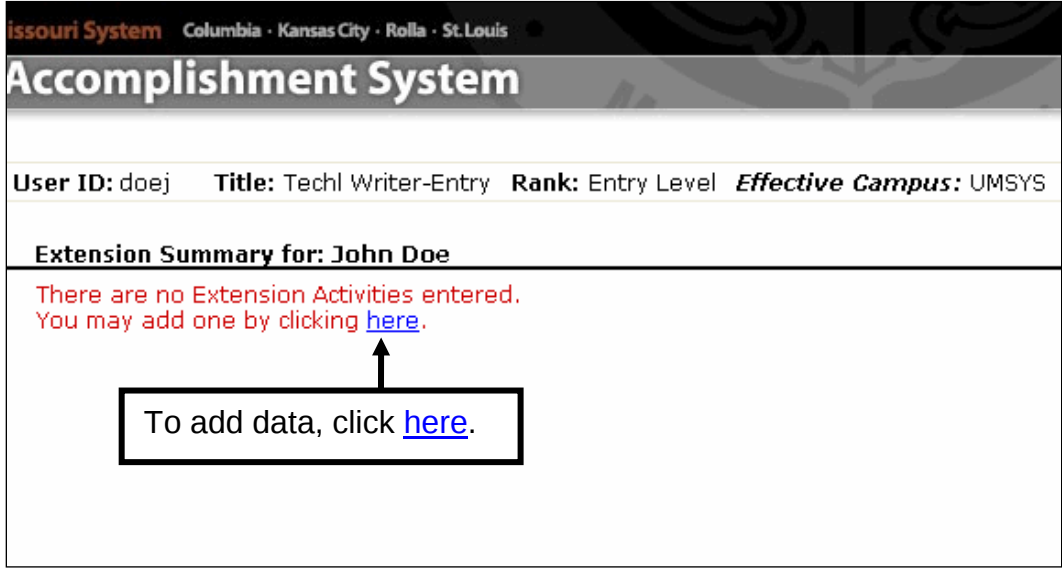
The procedure is complete.

Notes:

Extension (Outreach)

In this section of FAS, you can view, add, update, or delete extension activity data.

Path	Maintain Activity Information > Extension (Outreach)
-------------	--

Step 1	This is the Extension Summary page before data is added: 
---------------	--

Notes:



Step 2This is the **Add Extension Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level *Effective Campus:* UMSYS *Effective Name:* John Doe

Add Extension Activity

Title:*

Sponsor:

Base Program:

Focus Team:

Date Begun:* 2005

Hours:

Number of Contacts:

Coordinator:

Date Completed: 2005

Description:
(maximum of 2000 characters)

Program Results:
(maximum of 2000 characters)

Other Units/Specialists Involved:
(maximum of 2000 characters)

Educational Materials Developed:
(maximum of 2000 characters)

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Extension Summary page without saving.

Notes:

Step 3

This is the **Extension Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Extension Summary for: John Doe

Title	Sponsor	Extension Date	
FAS Extension Activity	Jane Doe	01-01-2005	Add Delete

Click the activity title to edit the extension activity.

Click these buttons to add or delete an extension activity.

Notes:

Step 4This is the **Edit Extension Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Tech Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Extension Activity

Title:* FAS Extension Activity

Sponsor: Jane Doe

Base Program: -----

Focus Team: -----

Date Begun:* Jan 1 2005

Hours:

Number of Contacts:

Coordinator:

Date Completed: Jan 1 2005

Description:
(maximum of 2000 characters)

This Extension Activity...

Program Results:
(maximum of 2000 characters)

Other Units/Specialists Involved:
(maximum of 2000 characters)

Educational Materials Developed:
(maximum of 2000 characters)

Update Cancel

(Fields marked with * are REQUIRED)

Modify one or more fields. Click **Update** to save your changes or click **Cancel** to return to the Extension Summary page without saving.

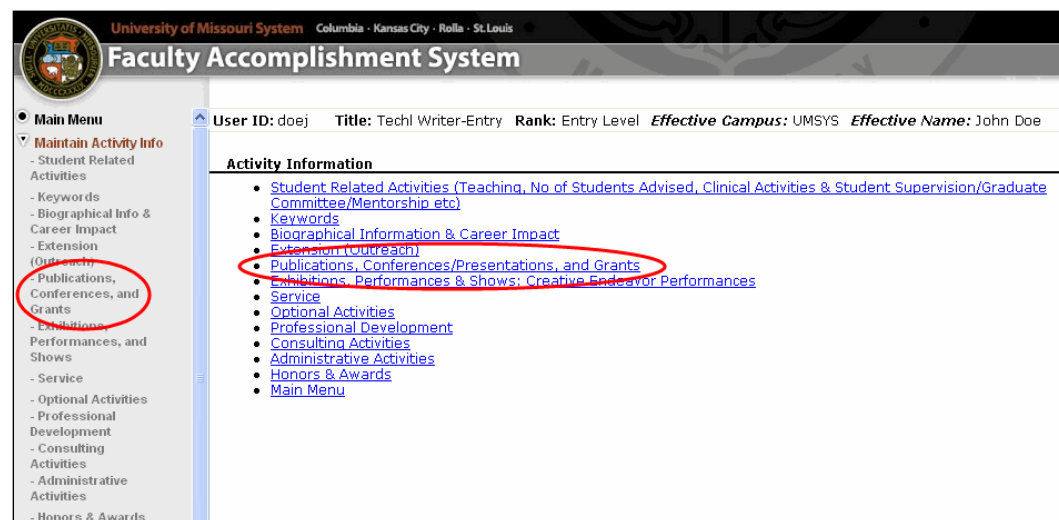
*The procedure is complete.***Notes:**

Publications, Conferences/Presentations, and Grants

Under the Maintain Activity Information menu item, the Publications, Conferences/Presentations, and Grants section contains information related to faculty publications, conferences that were attended or presentations that were made by faculty, as well as grant awards. Grant information may be imported directly into FAS from PeopleSoft Grants.

Step 1

Select Publications, Conferences/Presentations, and Grants under the main menu item Maintain Activity Information.



University of Missouri System Columbia · Kansas City · Rolla · St. Louis

Faculty Accomplishment System

● Main Menu

- ▼ Maintain Activity Info
 - Student Related Activities
 - Keywords
 - Biographical Info & Career Impact
 - Extension (Outreach)
 - Publications, Conferences, and Grants
 - Exhibitions, Performances, and Shows
 - Service
 - Optional Activities
 - Professional Development
 - Consulting Activities
 - Administrative Activities
 - Honors & Awards

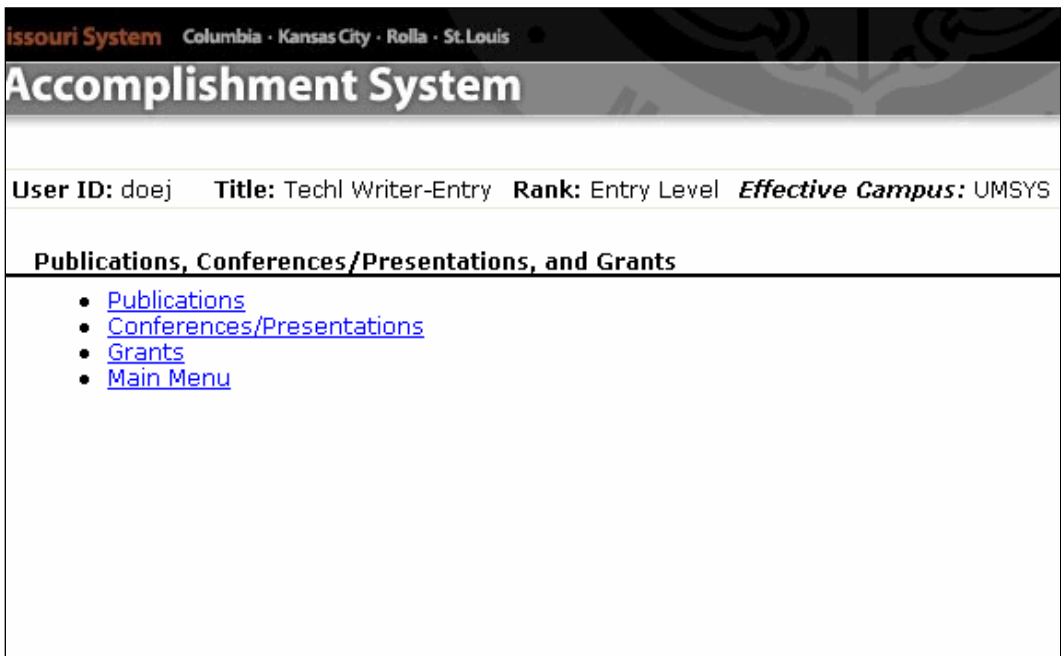
User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Activity Information

- [Student Related Activities \(Teaching, No of Students Advised, Clinical Activities & Student Supervision/Graduate Committee/Mentorship etc\)](#)
- [Keywords](#)
- [Biographical Information & Career Impact](#)
- [Extension \(Outreach\)](#)
- [Publications, Conferences/Presentations, and Grants](#)
- [Exhibitions, Performances & Shows: Creative Endeavor Performances](#)
- [Service](#)
- [Optional Activities](#)
- [Professional Development](#)
- [Consulting Activities](#)
- [Administrative Activities](#)
- [Honors & Awards](#)
- [Main Menu](#)

Notes:



Step 2	This is what you will see:  Refer to the following table for a description of each submenu option.
---------------	--

Publications, Conferences/Presentations, and Grants Submenu Options

Submenu Link	Description
Publications	Enter details about published works.
Conferences/Presentations	Enter information on conferences that were attended or presentations that were made.
Grants	Enter or import grant information.
Main Menu	Return to the Main Menu.

Notes:



Publications

In this section of FAS, you can view, add, update, or delete publication data.

Path	Maintain Activity Information > Publications, Conferences/Presentations, and Grants > Publications
-------------	---

Step 1	This is the Publications Summary page before data is added:
---------------	---

Notes:

Step 2

This is the **Add New Publication** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add New Publication

Title: *

Publication Type: *

Status:

Submission or Expected Publication or Publication Date: * -- 2005

Funding Type:

Grant Name:

Author Information

Lead Authors:
(Last, First)

Other Authors:
(First, Last)

Description:
(maximum of 2000 characters)

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports.

NOTE: Additional fields may display based on the publication type selected.

Click to save the information or to return to the Publications Summary page without saving.

Step 3

This is the **Publications Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Publications Summary for: John Doe

Title	Journal Name	Publication Date	
FAS Basics		01-01-2005	Add Delete

Click the title to edit the publication.

Click these buttons to add or delete a publication.

Notes:

Step 4This is the **Edit Publication** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Publication

Title: *	FAS Basics	Author Information
Publication Type: *	Book Written	Lead Authors: (Last, First) Jane Doe
Status:	Accepted - Published	Other Authors: (First, Last)
Submission or Expected Publication or Publication Date: *	Jan 1 2005	Book Only Information
Funding Type:		Publisher:
Grant Name:		Pub. Location:
		Pages: * 100
		Editor Name: (Last, First)
Description: (maximum of 2000 characters)		
Update Cancel (Fields marked with * are REQUIRED)		

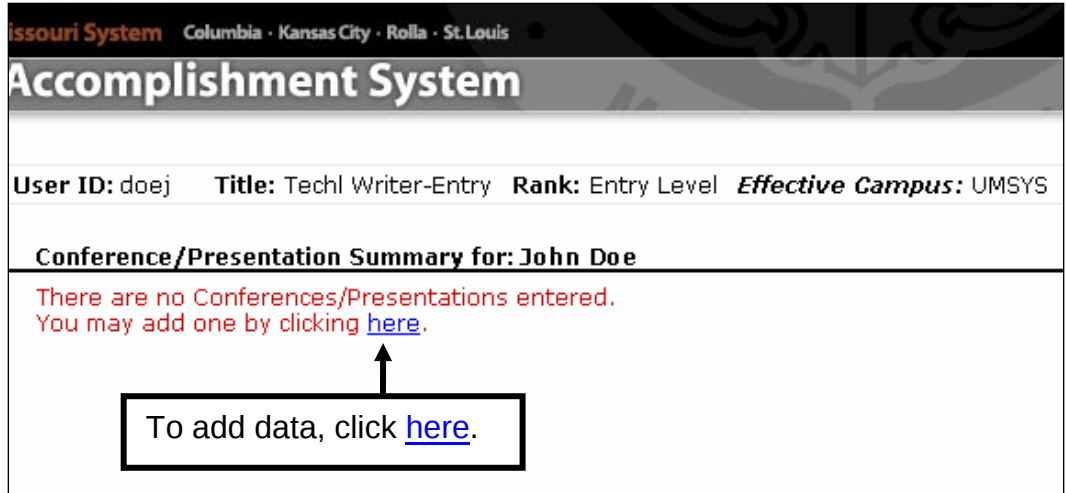
Modify one or more fields. Click **Update** to save your changes or click **Cancel** to return to the Publications Summary page without saving.

*The procedure is complete.***Notes:**

Conferences/Presentations

In this section of FAS, you can view, add, update, or delete conference and presentation data.

Path	Maintain Activity Information > Publications, Conferences/Presentations, and Grants > Conferences/Presentations
-------------	--

Step 1	This is the Conference/Presentation Summary page before data is added:  The screenshot shows the 'Missouri System' header with locations 'Columbia · Kansas City · Rolla · St. Louis'. Below is the 'Accomplishment System' title. User information is displayed: 'User ID: doej', 'Title: Techl Writer-Entry', 'Rank: Entry Level', and 'Effective Campus: UMSYS'. A section titled 'Conference/Presentation Summary for: John Doe' contains the message: 'There are no Conferences/Presentations entered. You may add one by clicking here.' Below this message is a callout box with the text 'To add data, click here.' and an arrow pointing up to the 'here' link in the message above.
---------------	---

Notes:

Step 2

This is the **Add New Presentation** page:

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click **Save** to save the information or **Cancel** to return to the Conference/Presentation Summary page without saving.

Step 3

This is the **Conference/Presentation Summary** page after data has been added:

Click the title to edit the conference/presentation.

Click these buttons to add or delete a conference/presentation.

Step 4This is the **Edit Presentation** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Presentation

Presentation Title: Learning FAS

Activity Date: [MM-DD-YYYY]* Jan 1 2005

Presenters: Jane Doe

Conference Name:

Location:

Description:
(maximum of 2000 characters)
This presentation...

Activity Type: Presentation

International: No

Funding Type:

Grant Name:

Update Cancel

(Fields marked with * are REQUIRED)

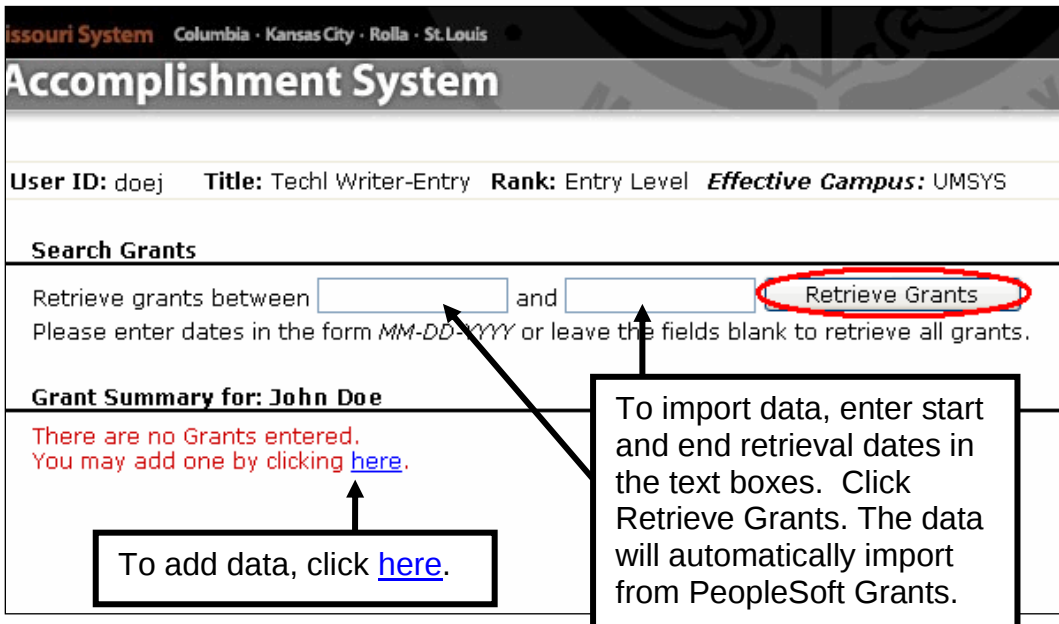
Modify one or more fields. Click **Update** to save your changes or click **Cancel** to return to the Conference/Presentation Summary page without saving.

*The procedure is complete.***Notes:**

Grants

In this section of FAS, you can import, view, add, update, or delete data for grants.

Path	Maintain Activity Information > Publications, Conferences/Presentations, and Grants > Grants
-------------	---

Step 1	This is the Search Grants and Grant Summary page before data is imported or added. You may add data manually or import existing data from PeopleSoft Grants.  NOTE: The accuracy of imported grant data is determined by the accuracy of the data in PeopleSoft Grants. If you find data errors, contact the appropriate grant office on your campus.
---------------	--

Notes:



Step 2This is the **Add New Grant** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add New Grant

Name:

Start Date*: -- 2005

End Date: -- 2004

Percent Credit: %

Indirect Cost: \$ (no commas or dollar signs)

Grant Status:

Proposal Number:

Fiscal Year:

Agency Name:

Amount Awarded: \$ (no commas or dollar signs)

Direct Cost: \$ (no commas or dollar signs)

Role Played:

Description: (maximum of 2000 characters)

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Search Grants and Grant Summary page without saving.

Step 3This is the **Search Grants** and **Grant Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Search Grants

Retrieve grants between and

Please enter dates in the form MM-DD-YYYY or leave the fields blank to retrieve all grants.

Grant Summary for: John Doe

Proposal Number	Start Date	End Date	Name	Source	Add	Delete
12345	01-01-2005	01-01-2006	FAS Grant	USER	Add	Delete

Click the proposal number to edit the grant record.

Click these buttons to add or delete a grant record.

Step 4This is the **Edit Grant** page:

Missouri System Columbia - Kansas City - Rolla - St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Grant

Name: FAS Grant Proposal Number: 12345

Start Date*: Jan 1 2005 Fiscal Year: 2005

End Date: Jan 1 2006 Agency Name:

Percent Credit: % Amount Awarded: (no commas or dollar signs) \$1000

Indirect Cost: (no commas or dollar signs) \$ Direct Cost: (no commas or dollar signs) \$

Grant Status: Active Role Played:

Description:
(maximum of 2000 characters)
This grant is...

Update Cancel

(Fields marked with * are REQUIRED)

Modify one or more fields. Click **Update** to save your changes or click **Cancel** to return to the Search Grants and Grant Summary page without saving.

The procedure is complete.

Notes:

Exhibitions, Performances & Shows: Creative Endeavor Performances

In this section of FAS, you can view, add, update, or delete exhibition, performance, and show data.

Path	Maintain Activity Information > Exhibitions, Performances & Shows: Creative Endeavor Performances
-------------	---

Step 1	This is the Performance/Exhibition/Show Summary page before data is added:
---------------	--

Notes:



Step 2

This is the **Add New Performance** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level *Effective Campus:* UMSYS *Effective Name:* John Doe

Add New Performance

Title:

Performance Date:* -- -- 2005

Performer:

Event Name:

Location:

Description:
(maximum of 2000 characters)

Participation Type:

Event Type:

International:

Funding Type:

Grant Name:

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Performance/Exhibition/Show Summary page without saving.

Step 3

This is the **Performance/Exhibition/Show Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level *Effective Campus:* UMSYS *Effective Name:* John Doe

Performance/Exhibition/Show Summary for: John Doe

Title	Event Name	Performance Date	
FAS Basics	Benefits Fair	01-01-2005	Add Delete

Click the performance title to edit the performance.

Click these buttons to add or delete a performance.

Step 4This is the **Edit Performance** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Tech Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Performance

Title: FAS Basics

Performance Date: * Jan 1 2005

Performer: Jane Doe

Event Name: Benefits Fair

Location:

Description: (maximum of 2000 characters)
This performance...

Participation Type: -----

Event Type: Exhibition

International: -----

Funding Type: -----

Grant Name: -----

[Update](#) [Cancel](#)

(Fields marked with * are REQUIRED)

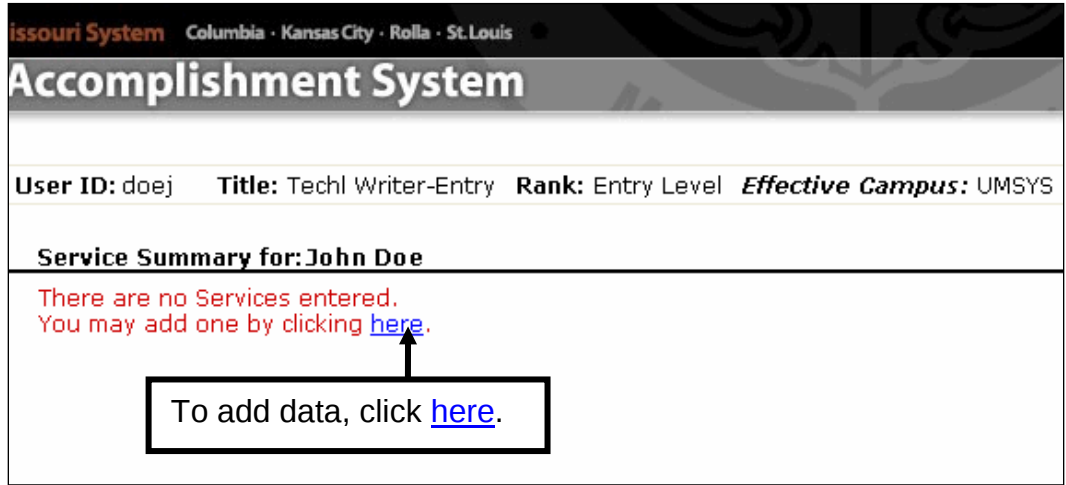
Modify one or more fields. Click [Update](#) to save your changes or click [Cancel](#) to return to the Performance/Exhibition/Show Summary page without saving.

*The procedure is complete.***Notes:**

Service

In this section of FAS, you can view, add, update, or delete service activity data.

Path	Maintain Activity Information > Service
-------------	---

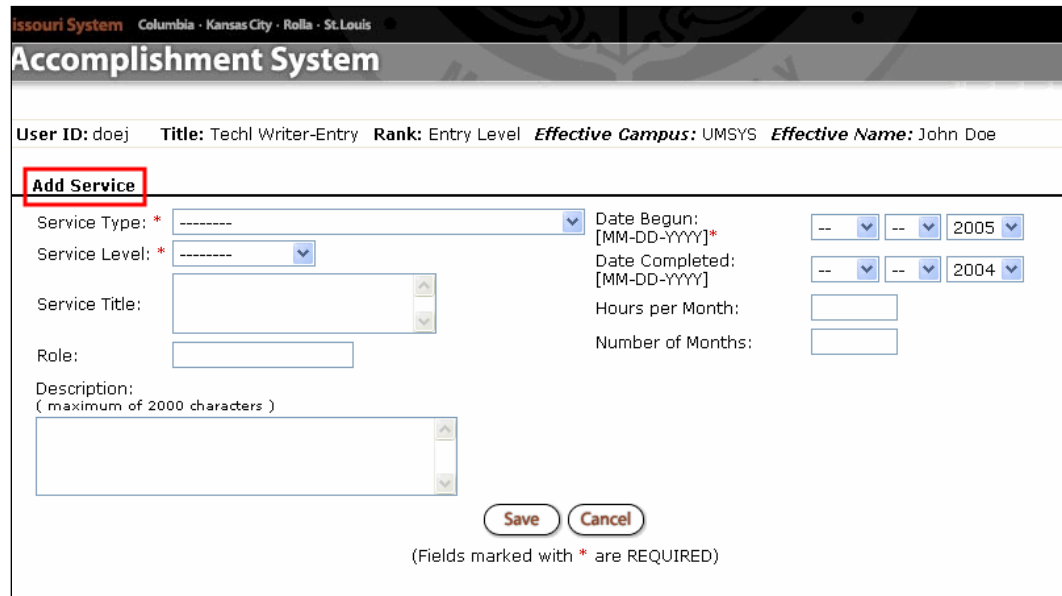
Step 1	This is the Service Summary page before data is added: 
---------------	---

Notes:



Step 2

This is the **Add Service** page:



Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doe Title: Tech Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add Service

Service Type: * Date Begun: [MM-DD-YYYY]* -- -- 2005

Service Level: * Date Completed: [MM-DD-YYYY] -- -- 2004

Service Title:

Role:

Hours per Month:

Number of Months:

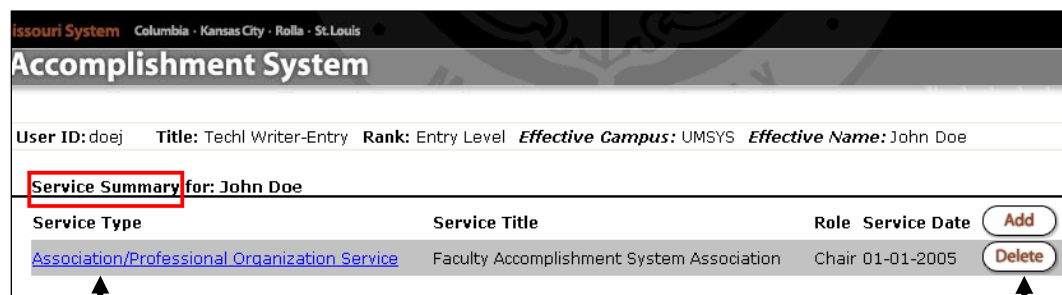
Description: (maximum of 2000 characters)

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Service Summary page without saving.

Step 3

This is the **Performance/Exhibition/Show Summary** page after data has been added:



Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doe Title: Tech Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Service Summary for: John Doe

Service Type	Service Title	Role	Service Date	Add
Association/Professional Organization Service	Faculty Accomplishment System Association	Chair	01-01-2005	Delete

Click the service type to edit the service activity.

Click these buttons to add or delete a service activity.

Step 4This is the **Edit Service** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Service

Service Type: * Association/Professional Organization Service Date Begun: [MM-DD-YYYY]* Jan 1 2005

Service Level: * UM system Date Completed: [MM-DD-YYYY] Jan 1 2006

Service Title: Faculty Accomplishment System Association

Role: Chair

Hours per Month: 10

Number of Months: 12

Description: (maximum of 2000 characters)

This service is...

[Update](#) [Cancel](#)

(Fields marked with * are REQUIRED)

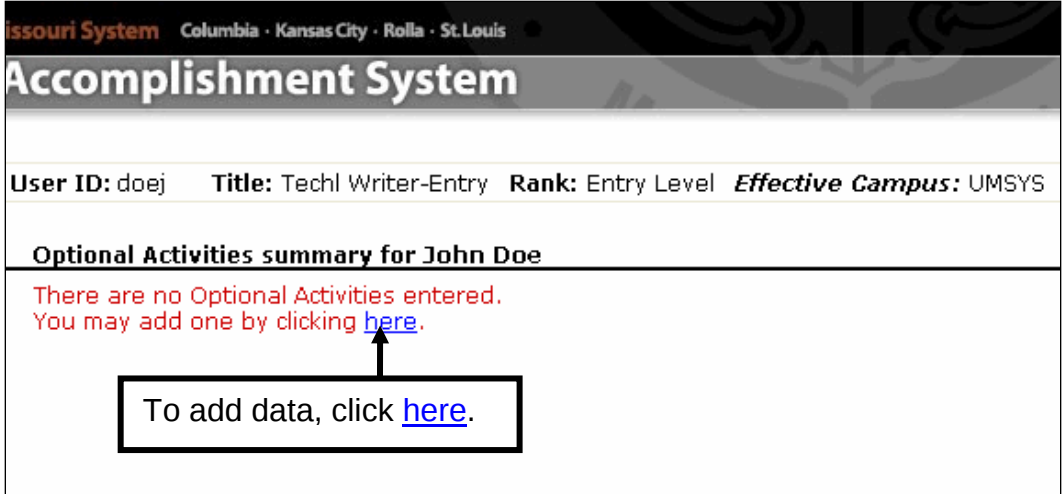
Modify one or more fields. Click [Update](#) to save your changes or click [Cancel](#) to return to the Service Summary page without saving.

*The procedure is complete.***Notes:**

Optional Activities

Optional activities are any accomplishments that do not fall under another submenu option. In this section of FAS, you can view, add, update, or delete optional activity data.

Path	Maintain Activity Information > Optional Activities
-------------	---

Step 1	This is the Optional Activities Summary page before data is added: 
---------------	--

Notes:



Step 2

This is the **Add New Optional Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add New Optional Activity

Title:

Activity Name:

Activity Type:

Other activities:

Participants:

Description:

Starting Date: [MM-DD-YYYY] *

Ending Date: [MM-DD-YYYY]

Location:

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Optional Activities Summary page without saving.

Step 3

This is the **Optional Activities Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Optional Activities summary for John Doe

Title	Name	Date	
FAS Activity	FAS Basics	01-01-2005	Add Delete

Click the title to edit the optional activity.

Click these buttons to add or delete an optional activity.

Step 4This is the **Edit Optional Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doe Title: Tech Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Optional Activity

Title: FAS Activity Starting Date: [MM-DD-YYYY] * Jan 1 2005

Activity Name: FAS Basics Ending Date: [MM-DD-YYYY] Jan 1 2006

Activity Type: Electronic learning innovations and projects Location:

Other activities:

Participants: 5

Description:
(maximum of 2000 characters)

This optional activity...

Update Cancel

(Fields marked with * are REQUIRED)

Modify one or more fields. Click **Update** to save your changes or click **Cancel** to return to the Optional Activities Summary page without saving.

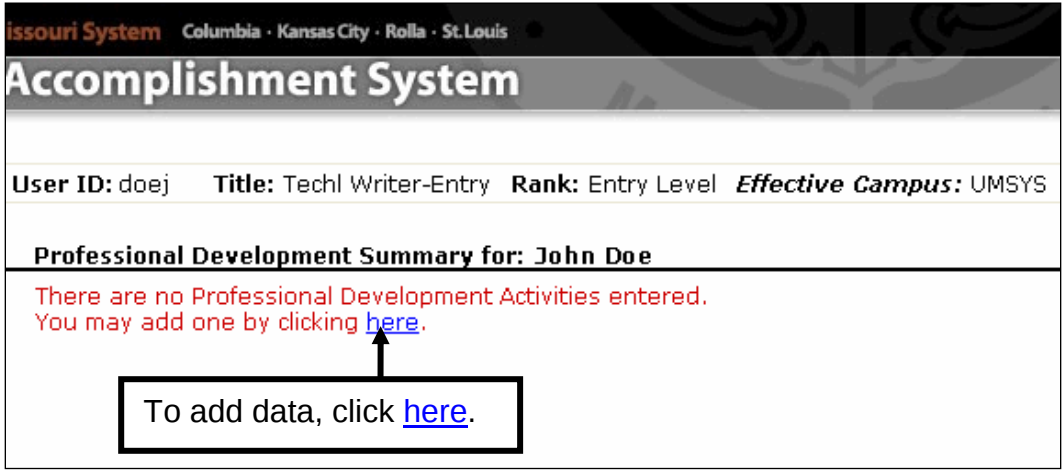
The procedure is complete.

Notes:

Professional Development

In this section of FAS, you can view, add, update, or delete professional development data.

Path	Maintain Activity Information > Professional Development
-------------	--

Step 1	This is the Professional Development Summary page before data is added: 
---------------	---

Notes:



Step 2

This is the **Add New Professional Development Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Tech Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add New Professional Development Activity

Activity Name: *

Activity Start Date: * -- 2007

Activity End Date: * -- 2007

Location:

Conference Name:

Contact Hours:

Continuing Education Credits Earned:

Certificate Granted: ☐ Yes ☒ No

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Professional Development Summary page without saving.

Step 3

This is the **Professional Development Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Tech Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Professional Development Summary for: John Doe

Activity Name	Start Date	End Date	Location	
FAS Workshop	01-01-2007	01-03-2007	Main Campus	Add Delete

Click the activity name to edit the professional development activity.

Click these buttons to add or delete a professional development activity.

Step 4

This is the **Edit Professional Development Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Professional Development Activity

Activity Name: * FAS Workshop

Activity Start Date: * Jan 1 2007

Activity End Date: * Jan 3 2007

Location: Main Campus

Conference Name:

Contact Hours:

Continuing Education Credits Earned: 3

Certificate Granted: ☒ Yes ☐ No

[Update](#) [Cancel](#)

(Fields marked with * are REQUIRED)

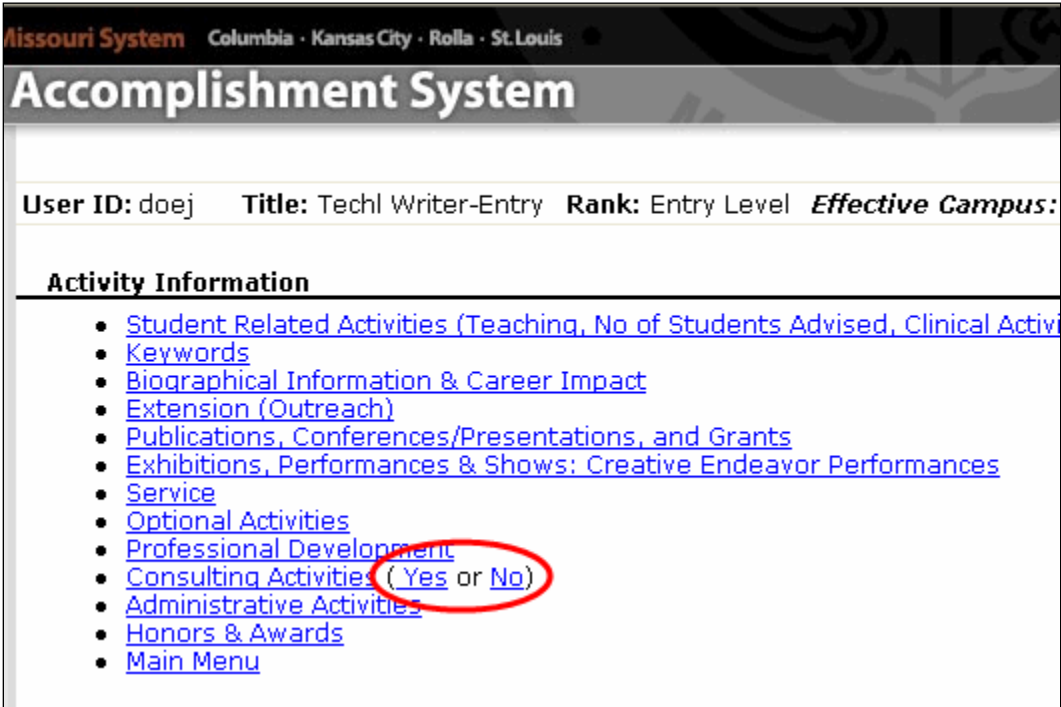
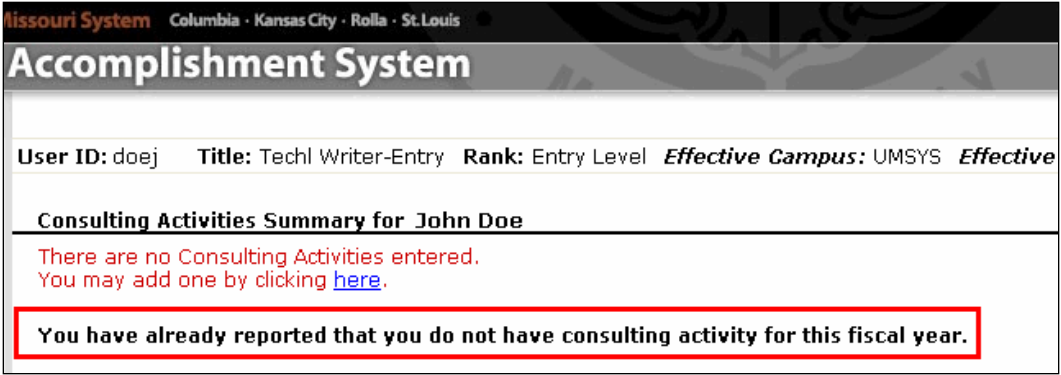
Modify one or more fields. Click [Update](#) to save your changes or click [Cancel](#) to return to the Professional Development Summary page without saving.

The procedure is complete.

Notes:

Consulting Activities

In this section of FAS, you can view, add, update, or delete consulting activity data.

Path	Maintain Activity Information > Consulting Activities
Step 1	Select Yes or No from the Activity Information menu to either record consultation activity or the lack of consultation activity for the current fiscal year.  If No is selected, the Consulting Activities Summary page will display and state that no consulting activity has been reported. 

Step 2

If Yes is selected, the **Consulting Activities Summary** page will display. This is the Consulting Activities Summary page before data is added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS

Consulting Activities Summary for John Doe

There are no Consulting Activities entered.
You may add one by clicking [here](#).

To add data, click [here](#).

Step 3

This is the **Add New Consulting Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add New Consulting Activity

Title:

Role:

Date Begun: * -- -- 2007

Description: (maximum of 2000 characters)

Hours Per Month:

Number of Months:

Consulting Type:

Date Completed: -- -- --

[UM Policy and Guidelines for Completing Consulting Summary.](#)

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Consulting Activities Summary page without saving.

Step 4

This is the **Consulting Activities Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Consulting Activities Summary for John Doe

Title	Role	Date Begun	
Using FAS	Consultant	01-01-2005	Add Delete

Click the title to edit the consulting activity.

Click these buttons to add or delete a consulting activity.

Step 5

This is the **Edit Consulting Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Consulting Activity

Title:

Role:

Date Begun: *

Hours Per Month:

Number of Months:

Consulting Type:

Date Completed:

Description: (maximum of 2000 characters)

[UM Policy and Guidelines for Completing Consulting Summary.](#)

(Fields marked with * are REQUIRED)

Modify one or more fields. Click to save your changes or click to return to the Consulting Activities Summary page without saving.

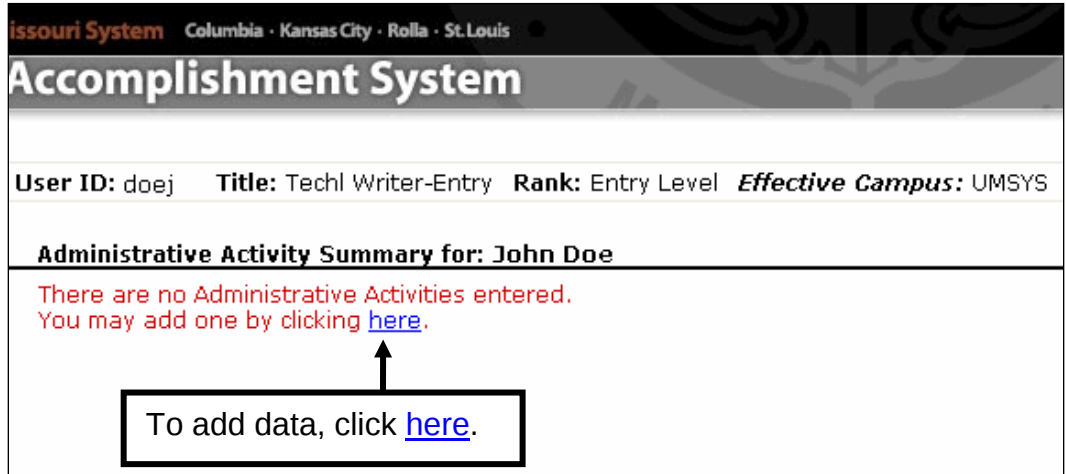
The procedure is complete.

Notes:

Administrative Activities

In this section of FAS, you can view, add, update, or delete administrative activity data.

Path	Maintain Activity Information > Administrative Activities
-------------	---

Step 1	This is the Administrative Activity Summary page before data is added: 
---------------	---

Notes:



Step 2

This is the **Add New Administrative Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Add New Administrative Activity

Title: Activity Name:

Start Date: * -- -- 2005 Activity Type: Bibliographic and Metadata Services

End Date: -- -- 2004 Other activities:

Location:

Description:
(maximum of 2000 characters)

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Administrative Activity Summary page without saving.

Step 3

This is the **Administrative Activity Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Administrative Activity Summary for: John Doe

Title	Activity Name	Activity Date	
FAS	FAS	01-01-2005	Add Delete

Click the title to edit the administrative activity.

Click these buttons to add or delete an administrative activity.

Step 4

This is the **Edit Administrative Activity** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Administrative Activity

Title: FAS Activity Name: FAS

Activity Type: Faculty development

Start Date: * Jan 1 2005 Other activities:

End Date: Jan 1 2006 Location: Main Campus

Description:
(maximum of 2000 characters)
This administrative activity...

Update Cancel

(Fields marked with * are REQUIRED)

Modify one or more fields. Click **Update** to save your changes or click **Cancel** to return to the Administrative Activity Summary page without saving.

The procedure is complete.

Notes:

Honors/Awards

In this section of FAS, you can view, add, update, or delete honor and award and applicable grant data.

Path	Maintain Activity Information > Honors/Awards
-------------	---

Step 1	This is the Honors & Awards Summary page before data is added:
---------------	--

Notes:



Step 2

This is the **Enter New Honor/Award** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Enter New Honor/Award

Honor/Award Name:

Grant Name:

Description: (maximum of 2000 characters)

Honor/Award Date: [MM-DD-YYYY]* 2005

(Fields marked with * are REQUIRED)

Update required fields. Required fields are marked with a red asterisk (*). Enter additional information when it is available or needs to be included for reports. Click to save the information or to return to the Honors & Awards Summary page without saving.

Step 3

This is the **Honors & Awards Summary** page after data has been added:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Honors & Awards Summary for: John Doe

Name	Date	
FAS Award	01-01-2005	Add Delete

Click the name to edit the award.

Click these buttons to add or delete an award.

Step 4

This is the **Edit Honor/Award** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Edit Honor/Award

Honor/Award Name: FAS Award Honor/Award Date: [MM-DD-YYYY]* Jan 1 2005

Grant Name: FAS Grant

Description:
(maximum of 2000 characters)

This award...

Update **Cancel**

(Fields marked with * are REQUIRED)

Modify one or more fields. Click **Update** to save your changes or click **Cancel** to return to the Honors & Awards Summary page without saving.

The procedure is complete.

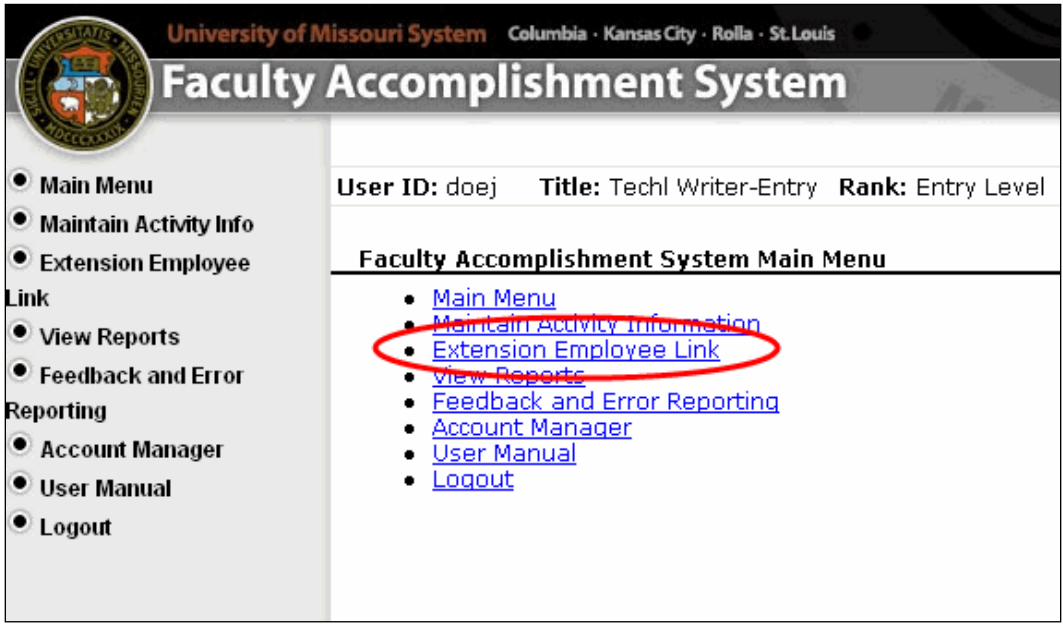
Notes:

5. Extension Employee Link

The Extension Employee Link is provided for informational purposes only. This link will navigate to the University Outreach and Extensions system. The University Outreach and Extensions System is a separate application that has information similar to what is entered into FAS.

NOTE: Data input on the University Outreach and Extension system Web site is not part of FAS's annual reporting information.

To access the University Extension and Outreach system login page:

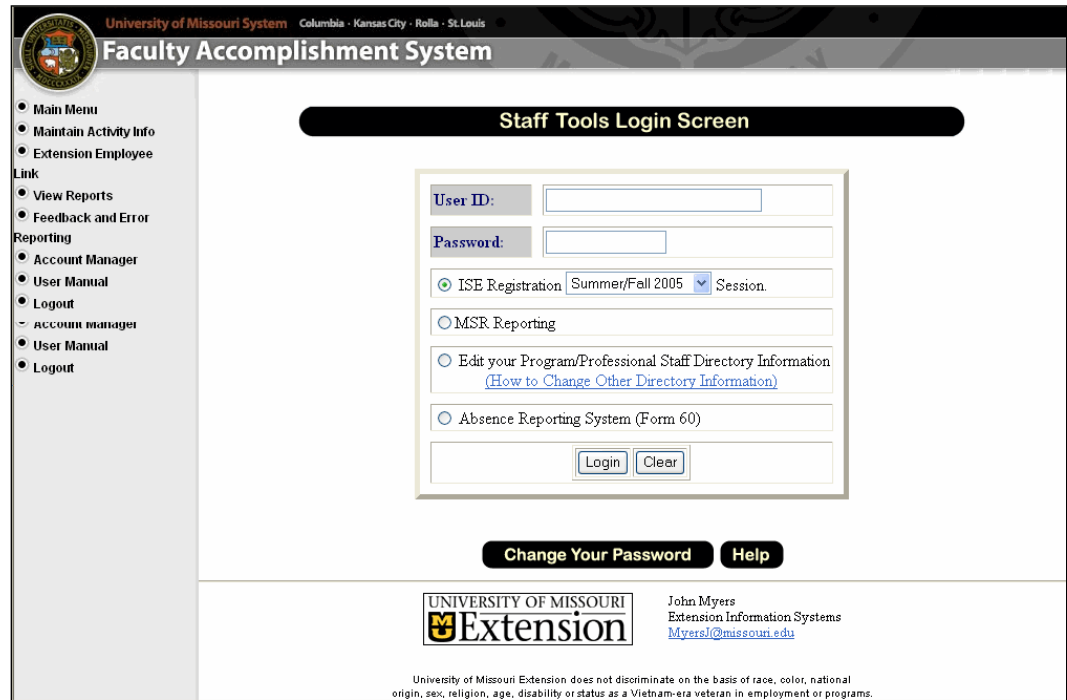
Step 1	From either navigation menu, select the Extension Employee Link. 
---------------	---

Notes:



Step 2

This is what you will see:



The screenshot shows the 'Faculty Accomplishment System' login interface. At the top, the University of Missouri System logo and name are displayed, along with locations: Columbia, Kansas City, Rolla, and St. Louis. A left-hand navigation menu lists options: Main Menu, Maintain Activity Info, Extension Employee Link, View Reports, Feedback and Error Reporting, Account Manager, User Manual, Logout, account manager, User Manual, and Logout. The main content area is titled 'Staff Tools Login Screen' and contains a login form with fields for 'User ID' and 'Password'. Below these are radio button options for 'ISE Registration' (selected), 'MSR Reporting', 'Edit your Program/Professional Staff Directory Information' (with a link to 'How to Change Other Directory Information'), and 'Absence Reporting System (Form 60)'. A dropdown menu for 'Session' is set to 'Summer/Fall 2005'. 'Login' and 'Clear' buttons are at the bottom of the form. Below the form are buttons for 'Change Your Password' and 'Help'. The footer includes the 'UNIVERSITY OF MISSOURI Extension' logo, contact information for John Myers (Extension Information Systems, MyersJ@missouri.edu), and a non-discrimination statement.

*The procedure is complete.***Notes:**

C. USING THE FAS DATABASE

1. View Reports

All of the data entered into FAS can be retrieved and presented in a number of different kinds of reports. There are preformatted reports for the most common functions as well as a custom reports option. The data can also be searched using the keywords that have been added to an individual's profile.

Step 1

From either navigation menu, select the View Reports link.



University of Missouri System Columbia · Kansas City · Rolla · St. Louis

Faculty Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level

Faculty Accomplishment System Main Menu

- [Main Menu](#)
- [Maintain Activity Information](#)
- [Extension Employee Link](#)
- [View Reports](#)
- [Feedback and Error Reporting](#)
- [Account Manager](#)
- [User Manual](#)
- [Logout](#)

Notes:



Step 2

This is what you will see:

University of Missouri System Columbia · Kansas City · Rolla · St. Louis

Faculty Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level *Effective Campus:* UMSYS

Search & Reports

- [Keywords Search](#)
- [Basic Reports](#)
- [Summary Reports](#)
- [Dynamic Reports](#)
- [Main Menu](#)

Link

- View Reports
- Feedback and Error

Reporting

- Account Manager
- User Manual
- Logout

Refer to the following table for a description of each submenu option.

View Reports Submenu Items

Submenu Link	Description
Keywords Search	Search for related faculty and accomplishments.
Basic Reports	Generate a preformatted report by selecting from a list of the most common function reports.
Summary Reports	Generate a preformatted report by selecting from a list of the most common summary reports.
Dynamic Reports	Generate a customized report.
Main Menu	Return to the Main Menu.

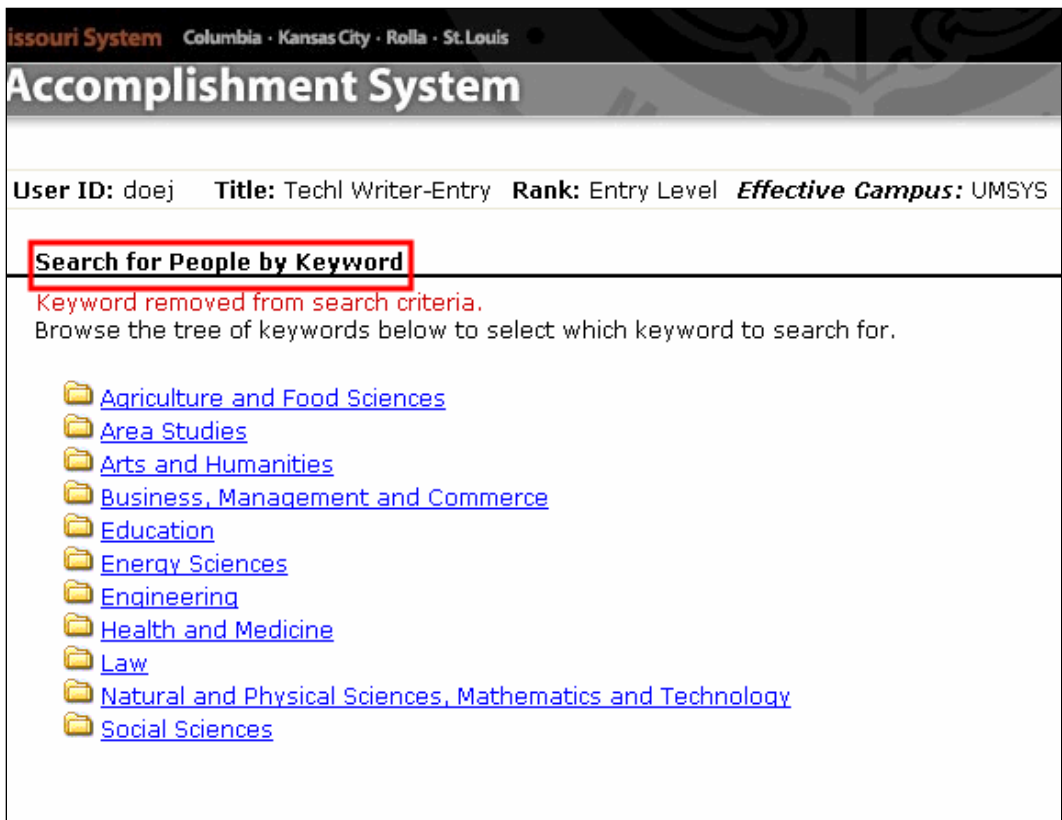
Notes:



Keywords Search

In this section of FAS, you can search for a faculty member based on the keywords attached to their profile.

Path	View Reports > Keywords Search
-------------	--

Step 1	This is the Search for People by Keyword page:  Click on a keyword link to add it to your search criteria or click  to view subfolders that contain additional keywords.
---------------	---

Notes:



Step 2

When you are finished adding keywords to your search criteria, select “any” or “all” from the drop-down list and click **Search**.

Click **Delete** to delete a keyword from the search criteria.

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level *Effective Campus: UMSYS*

Search for People by Keyword

Keyword added to search criteria.

Find faculty matching: any of the following keywords: **Search**

0500000 Education **Delete**

OR browse the tree of keywords below and select additional keywords to search for.

- [Agriculture and Food Sciences](#)
- [Area Studies](#)
- [Arts and Humanities](#)
- [Business, Management and Commerce](#)
- [Education](#)
- [Energy Sciences](#)
- [Engineering](#)
- [Health and Medicine](#)
- [Law](#)
- [Natural and Physical Sciences, Mathematics and Technology](#)
- [Social Sciences](#)

Notes:

Step 3This is the **Search Results** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis				
Accomplishment System				
User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe				
Search Results				
Name	Title	Dept	Address	Email
	PROFESSOR	School of Engineering	Rolla, MO	@umr.edu
		Education		@missouri.edu
	ASSISTANT PROFESSOR	Graduate School	Columbia, MO	@missouri.edu
			Columbia, MO	@missouri.edu
	INTERIM ENDOWED PROFESSOR	College of Education	St. Louis, MO	@msx.umsl.edu
		Education	Columbia, MO	@missouri.edu
	ENDOWED PROF	College of Education	St. Louis, MO	@umsl.edu
			St. Louis, MO	@umsl.edu
	SPECIALIST		Columbia, MO	@missouri.edu

NOTE: Some information has been blacked out for privacy purposes.

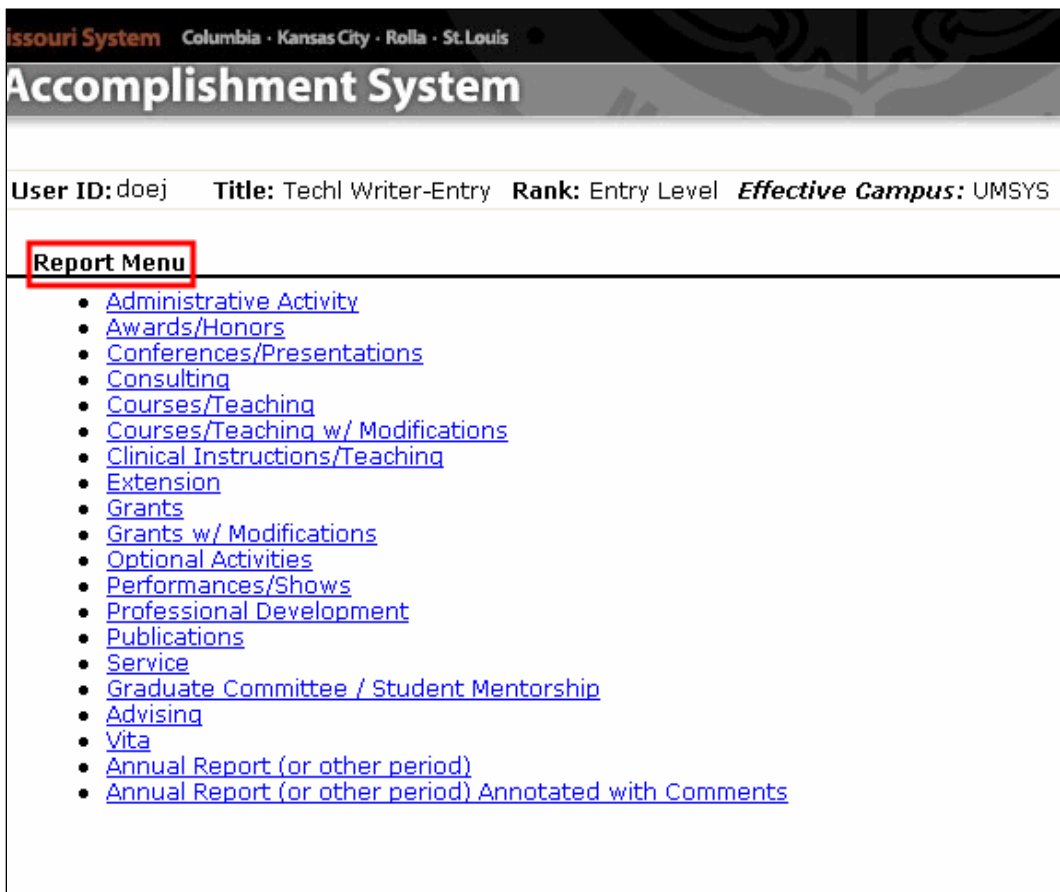
Select View Reports > Keywords Search to return to the Search for People by Keyword page.

*The procedure is complete.***Notes:**

Basic Reports

In this section of FAS, you can generate a report using a preformatted report option. There are a variety of preformatted report options based on the most commonly used functions in FAS.

Path	View Reports > Basic Reports
-------------	--

Step 1	This is the Report Menu page:  Refer to the following table for a description of each report menu option.
---------------	---

Basic Reports Report Menu Options

Report Type	Description
Administrative Activity	Generate a report containing your administrative activity data.
Awards/Honors	Generate a report containing your award and honor, and applicable grant, data.
Conferences/Presentations	Generate a report containing your conference and presentation data.

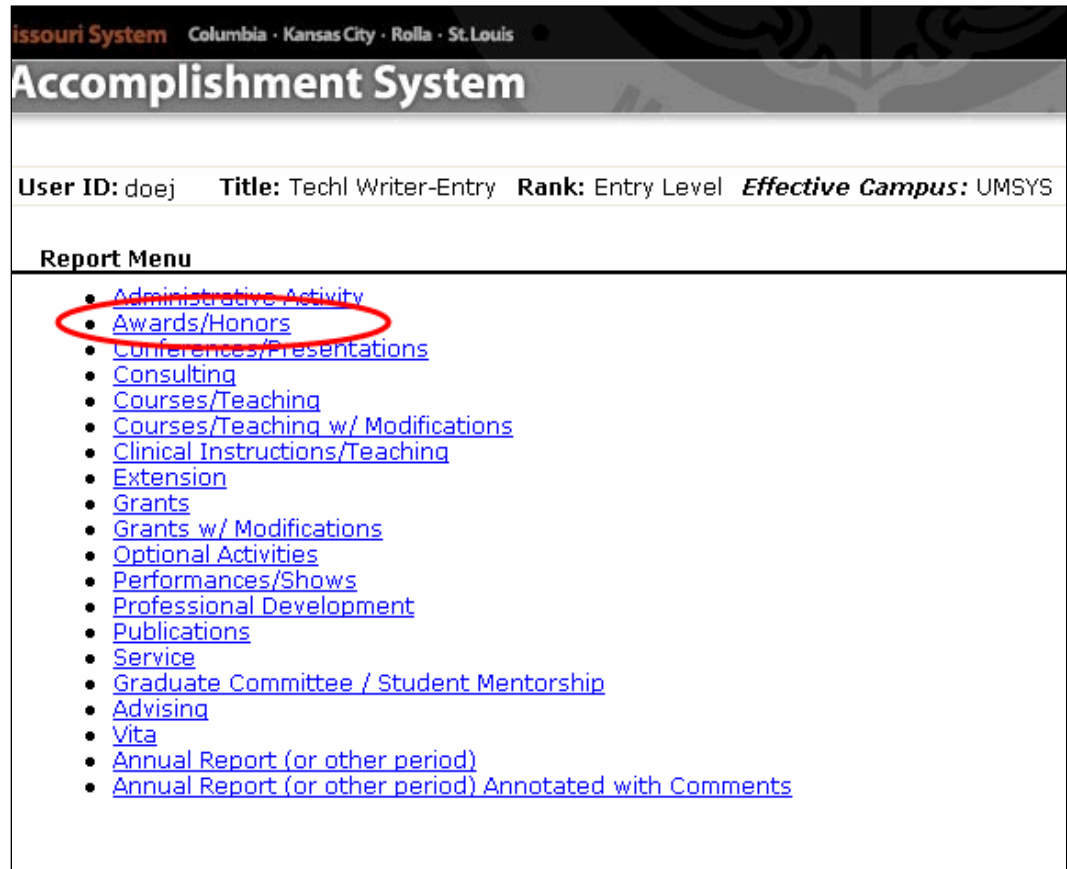
Report Type	Description
Consulting	Generate a report containing your consulting activity data.
Courses/Teaching	Generate a report containing courses, and other teaching activities, you have conducted.
Courses/Teaching w/ Modifications	Generate a report containing courses, and other teaching activities, you have conducted. This report type includes the course source.
Clinical Instructions/Teaching	Generate a report containing clinical instruction, and other teaching activities, you have conducted.
Extension	Generate a report containing your extension activity data.
Grants	Generate a report containing your grant data.
Grants w/ Modifications	Generate a report containing your grant data. This report type includes the grant source.
Optional Activities	Generate a report containing your optional activity data.
Performances/Shows	Generate a report containing your performance and show data.
Professional Development	Generate a report containing your professional development activity data.
Publications	Generate a report containing your publication data.
Service	Generate a report containing your service activity data.
Graduate Committee/Student Mentorship	Generate a report containing your thesis title and student achievement information.
Advising	Generate a report containing your advising activity data.
Vita	Generate a curriculum vitae report for your data.
Annual Report (or other period)	Generate a report containing all of your data for a specified period of time.
Annual Report (or other period) Annotated with Comments	Generate a report containing all of your data, including comments and descriptions, for a specified period of time.

Notes:

Step 2

Select a report type from the Report Menu.

For this example, we have selected the Awards/Honors report type.



Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej **Title:** Techl Writer-Entry **Rank:** Entry Level **Effective Campus:** UMSYS

Report Menu

- [Administrative Activity](#)
- [Awards/Honors](#)
- [Conferences/Presentations](#)
- [Consulting](#)
- [Courses/Teaching](#)
- [Courses/Teaching w/ Modifications](#)
- [Clinical Instructions/Teaching](#)
- [Extension](#)
- [Grants](#)
- [Grants w/ Modifications](#)
- [Optional Activities](#)
- [Performances/Shows](#)
- [Professional Development](#)
- [Publications](#)
- [Service](#)
- [Graduate Committee / Student Mentorship](#)
- [Advising](#)
- [Vita](#)
- [Annual Report \(or other period\)](#)
- [Annual Report \(or other period\) Annotated with Comments](#)

Notes:

Step 3

This is the **Report Parameters** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Report Parameters

Please narrow the report down by selecting some criteria below:

View the individual report for Doe, John .

Show report for dates from

-- -- 2005

to

Oct 20 2005

Generate Report

Specify the report parameters using the drop-down lists.

NOTE: Different report types may require different report parameters.

When you are finished, click .

Notes:

Step 4

The report will display below the User Information Bar.

Missouri System Columbia · Kansas City · Rolla · St. Louis	
Accomplishment System	
User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe	
Awards/Honors Report (Honor Name, Honor Date)	
Download in RTE University of Missouri - System Information Systems Admin Info Technology Svcs Doe, John FAS Award, 01-01-2005.	

For procedures on how to download or print a basic report, see **Section C. Using the FAS Database, Chapter 4. Printing Reports.**

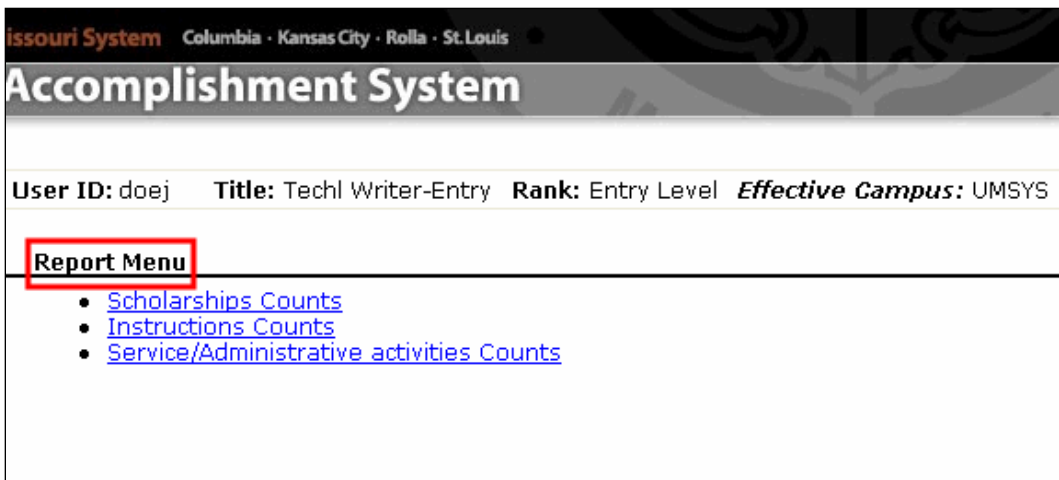
The procedure is complete.

Notes:

Summary Reports

In this section of FAS, you can generate a summary report using a preformatted report option.

Path	View Reports > Summary Reports
-------------	--

Step 1	This is the Report Menu page:  Refer to the following table for a description of each report menu option.
---------------	---

Summary Reports Report Menu Options

Report Type	Description
Scholarships Counts	Generate a report containing a summation of your scholarship-related activity data (i.e., publications, conferences and presentations, performances, and grants).
Instructions Counts	Generate a report containing a summation of your instruction-related data (i.e., courses, clinical instruction, number of students advised).
Service/Administrative activities Counts	Generate a report containing a summation of your service and administrative activity data (i.e., awards and service, consulting, and administrative activities.)

Notes:



Step 2

Select a report type from the Report Menu.

For this example, we have selected the Instructions Counts report type.

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level *Effective Campus:* UMSYS

Report Menu

- [Scholarships Counts](#)
- [Instructions Counts](#)
- [Service/Administrative activities Counts](#)

Step 3

This is the **Report Parameters** page:

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level *Effective Campus:* UMSYS *Effective Name:* John Doe

Report Parameters

Please narrow the report down by selecting some criteria below:

View the individual report for Doe, John .

Show report for dates from

-- -- 2005

to

Oct 20 2005

Generate Report

Specify the report parameters using the drop-down lists.

NOTE: Different report types may require different report parameters.

When you are finished, click **Generate Report** .

Step 4

The report will display below the User Information Bar.

Missouri System		Columbia · Kansas City · Rolla · St. Louis	
Accomplishment System			
User ID: doej	Title: Techl Writer-Entry	Rank: Entry Level	Effective Campus: UMSYS Effective Name: John Doe
Instruction Counts			
Instruction Courses: Number of courses taught: 0 Number of course credit hours taught: 0.0 Number of student credit hours taught: 0.0 Clinical Instructions: Total number of clinical Instructions: 0 Student Advised: Total number of Student Advised: 0 Number of undergraduate: 0 Number of Graduate and Professional: 0 Number of Post-Graduate: 0		Download in RTF	

For procedures on how to download or print a summary report, see **Section C. Using the FAS Database, Chapter 4. Printing Reports.**

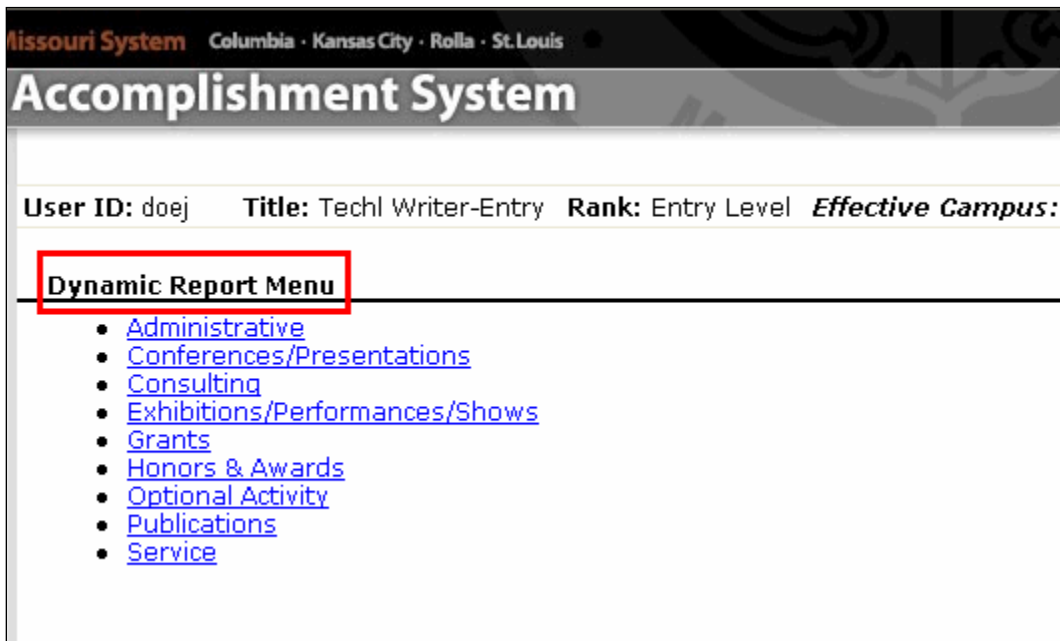
The procedure is complete.

Notes:

Dynamic Reports

In this section of FAS, you can create a customized report.

Path	View Reports > Dynamic Reports
-------------	--

Step 1	This is the Dynamic Report Menu page:  Refer to the following table for a description of each report menu option.
---------------	---

Dynamic Reports Menu Options

Report Type	Description
Administrative	Generate a report containing your administrative activity data.
Conferences/Presentations	Generate a report containing your conference and presentation data.
Consulting	Generate a report containing your consulting activity data.
Exhibitions/Performances/Shows	Generate a report containing your exhibition, performance and show data.
Grants	Generate a report containing your grant data.
Honors & Awards	Generate a report containing your honor and award and applicable grant data.
Optional Activity	Generate a report containing your optional activity data.
Publications	Generate a report containing your publication data.
Service	Generate a report containing your service activity data.

Step 2

Select a report type from the Dynamic Report Menu.

For this example, we have selected the Publications report type.

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level *Effective Campus:*

Dynamic Report Menu

- [Administrative](#)
- [Conferences/Presentations](#)
- [Consulting](#)
- [Exhibitions/Performances/Shows](#)
- [Grants](#)
- [Honors & Awards](#)
- [Optional Activity](#)
- [Publications](#)
- [Service](#)

Step 3

This is the **Select Columns** page:

Missouri System Columbia - Kansas City - Rolla - St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Select Columns to display - Publications Report

Title
Status
Publisher Location
Publisher
Publication Type
Publication Date (MM-DD-YYYY)
Proceedings Location
Proceedings Date (MM-DD-YYYY)
Other Authors
Name (First M Last)

Add >
< Remove

Select Criteria for the report

Scope Title Status Publication Type Publication Date Proceedings Date Journal Grant Name Funding Type

Generate Report Cancel

(Fields marked with * are REQUIRED)

Select the data columns from the left-hand field that you wish to display in the report and click **Add >**. To deselect a data column, select the corresponding data column in the right-hand field and click **< Remove**.

NOTE: Different report types may contain different data columns.

Step 4

Select the report criteria in the **Select Criteria** section of the Select Columns page:

Missouri System Columbia • Kansas City • Rolla • St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Select Columns to display - Publications Report

Funding Type
Division
Description
Department
Conference Name
Citation Number
Book Title
Publication Date (MM-DD-YYYY)

Add >
< Remove

Title
Status
Publication Type
Name (First M Last)

Select Criteria for the report

(Fields marked with * are REQUIRED)

Refer to the following table for a description of each report criteria option.

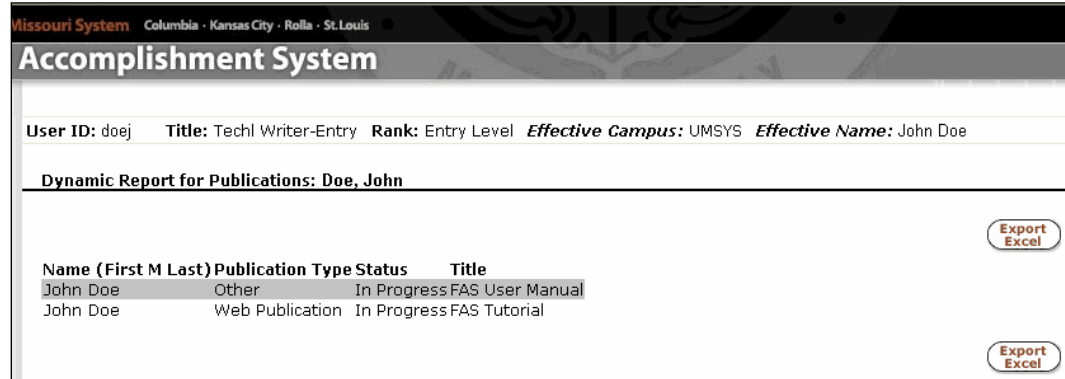
Report Criteria Options

Report Type	Description
Scope	Click this button to select the individual for whom you will be generating a report. Options are based on account manager information.
Title	Click this button to identify publication title criteria for the report.
Status	Click this button to select the status of the publication(s) for the report.
Publication Type	Click this button to select the publication type for the report.
Publication Date	Click this button to select the publication date range for the report.
Proceedings Date	Click this button to select the proceedings date range for the report.
Journal	Click this button to identify journal name criteria for the report.
Grant Name	Click this button to identify grant name criteria for the report.
Funding Type	Click this button to select the funding type for the report.

Step 5

When you are finished, click  or  to return to the Dynamic Report Menu page without saving.

The report will display below the User Information Bar.



Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Dynamic Report for Publications: Doe, John

Name (First M Last)	Publication Type	Status	Title
John Doe	Other	In Progress	FAS User Manual
John Doe	Web Publication	In Progress	FAS Tutorial

For procedures on how to export or print a dynamic report, see **Section C. Using the FAS Database, Chapter 3. Printing Reports.**

The procedure is complete.

Notes:

2. Account Manager

The Account Manager section of FAS is where a user may assign permissions to other individuals to read and generate report data, enter data on another user's behalf, or grant permissions on another user's behalf. Until permissions are granted, other individuals cannot access your account or your account data.

Step 1

From either navigation menu, select the Account Manager link.



University of Missouri System Columbia · Kansas City · Rolla · St. Louis

Faculty Accomplishment System

User ID: doej **Title:** Techl Writer-Entry **Rank:** Entry Level

Faculty Accomplishment System Main Menu

- [Main Menu](#)
- [Maintain Activity Information](#)
- [Extension Employee Link](#)
- [View Reports](#)
- [Feedback and Error Reporting](#)
- [Account Manager](#)
- [User Manual](#)
- [Logout](#)

Notes:



Step 2

There are three sections within the Account Manager.

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Tech Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Account Manager

Permission for Community of Science (COS)

Note: This is for Columbia campus only.

Do you want to grant permission to upload your information to the Community of Science (COS) system?
 Yes ☒ No ☐

Update

Change Users

Changing users allows you to maintain accomplishments for those who have granted you edit access.

Doe, John

Change User

Permissions

You have the following permissions:

Permission	Scope	Target
GRANT	INDIVIDUAL	doej

You have granted the following permissions to others:
 You have not granted special permissions to anyone.
 Revoking a permission will only prevent the user from having the permission if no other users have also granted the permission.

Grant **VIEW** permission on **individual** Doe, John to

To grant permissions to another user, specify his or her username (SSO ID/PawPrint) in the 'to' field.

VIEW Granting VIEW permission to another individual allows him or her to view reports containing your data.
EDIT Granting EDIT permission to another individual allows him or her to enter data on your behalf.
GRANT Granting GRANT permission to another individual allows him or her to grant VIEW, EDIT, and GRANT permissions for you.

Grant

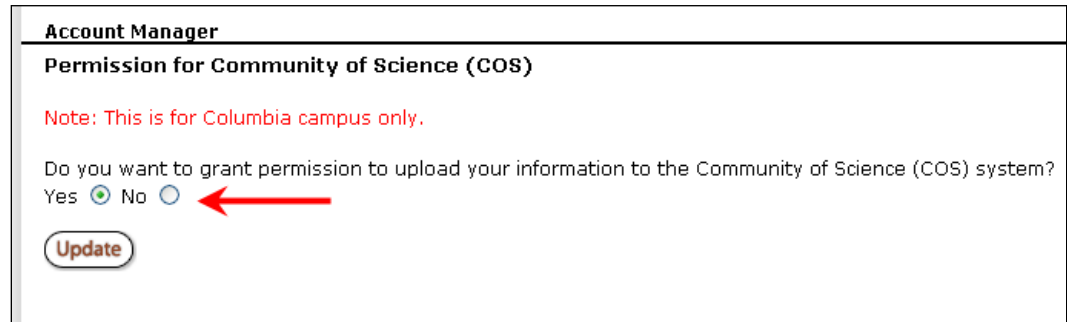
The Permission for Community Science (COS) section is for Columbia campus only and is where you grant permission to upload your FAS information to the Community of Science system.

The Change Users section is where you select, from those individuals that have given you access, which account you would like to view.

The Permissions section is where you view which individuals have access to your account, as well as grant individuals access to your account.

Step 3

To grant permission to upload your information to the Community of Science system, select the Yes button and click .



Account Manager

Permission for Community of Science (COS)

Note: This is for Columbia campus only.

Do you want to grant permission to upload your information to the Community of Science (COS) system?

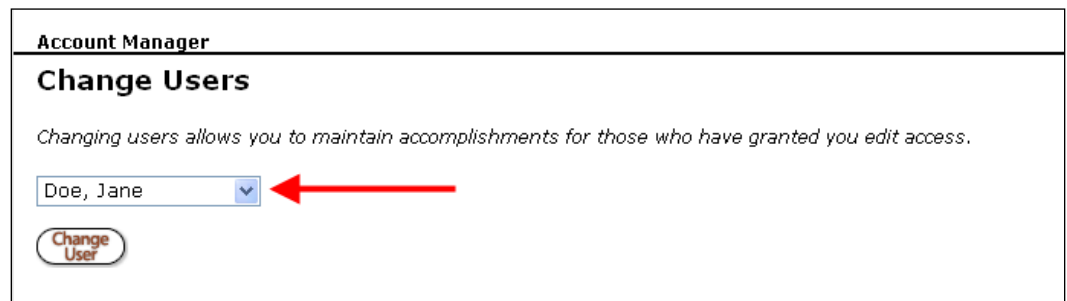
Yes ☒ No ☐



Step 4

To change users, select the individual, who has granted you access, from the drop-down list.

NOTE: If no other user has granted you access, only your name will appear in the drop-down list.



Account Manager

Change Users

Changing users allows you to maintain accomplishments for those who have granted you edit access.

Doe, Jane 



When you are finished, click .

Notes:

Step 5

The User Information Bar will change to a burgundy background to show that you are logged into FAS as yourself, but have accessed the account of another individual. The Effective Name will change to the other user's name.

NOTE: Always log into FAS using your account information and change users within FAS to enter data for another individual.

Step 6

The Permissions section lists the accounts to which you have access, your level of access to these accounts, as well as the individuals and their level of access to your FAS information.

To grant permissions, first specify the permissions using the drop-down lists.

Refer to the following table for a description of each menu item.

When you are finished, click .

Account Manager Permissions Menu Items

Menu Item	Description
Grant	Select the level of permission. VIEW access allows another individual to view reports containing your data. EDIT access allows another individual to view reports and add, edit, and delete data on your behalf. GRANT access allows another individual to view reports; add, edit, and delete data; and grant permissions.
permission on	Select whether you will be granting this permission level for the Campus, Division, Department, or Individual. If you select Individual, select the individual's name.
to	Enter the username (SSO) of the individual to whom you are granting this permission.

Step 7	If an individual has already been granted permission, a message will display at the top of the Account Manager page. Account Manager Doe, Jane(doej) already has individual GRANT permission on Doe, John, you don't need to grant again. Permission for Community of Science (COS) Note: This is for Columbia campus only. Do you want to grant permission to upload your information to the Community of Science (COS) system? Yes ☒ No ☐ Update
---------------	--

Step 8

To revoke an individual's permission, click [Revoke](#) next to the corresponding individual.

Permissions

You have the following permissions:

Permission Scope	Target
GRANT	INDIVIDUAL doej

You have granted the following permissions to others:

Grantee	Permission Scope	Target	
Jane Doe	EDIT	INDIVIDUAL	doej Revoke

Revoking a permission will only prevent the user from having the permission if no other users have also granted the permission.

Grant permission on to .

To grant permissions to another user, specify his or her username (SSO ID/PawPrint) in the 'to' field.

VIEW Granting VIEW permission to another individual allows him or her to view reports containing your data.

EDIT Granting EDIT permission to another individual allows him or her to enter data on your behalf.

GRANT Granting GRANT permission to another individual allows him or her to grant VIEW, EDIT, and GRANT permissions for your data to others.

[Grant](#)

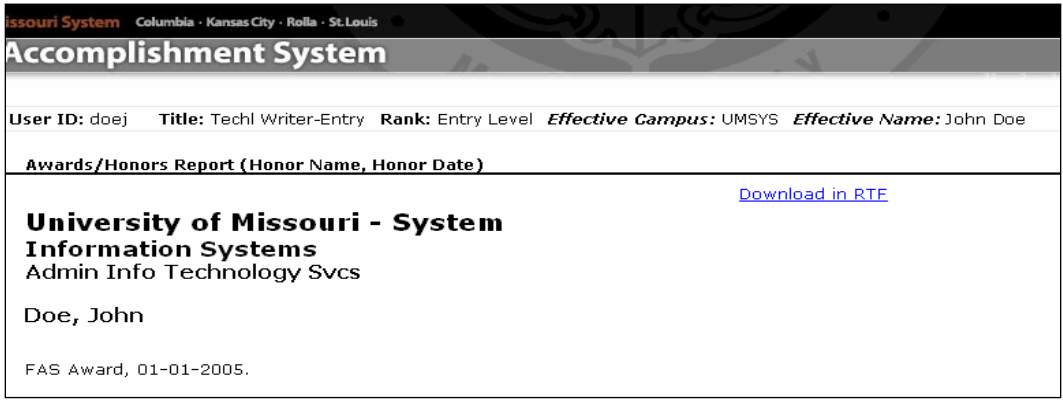
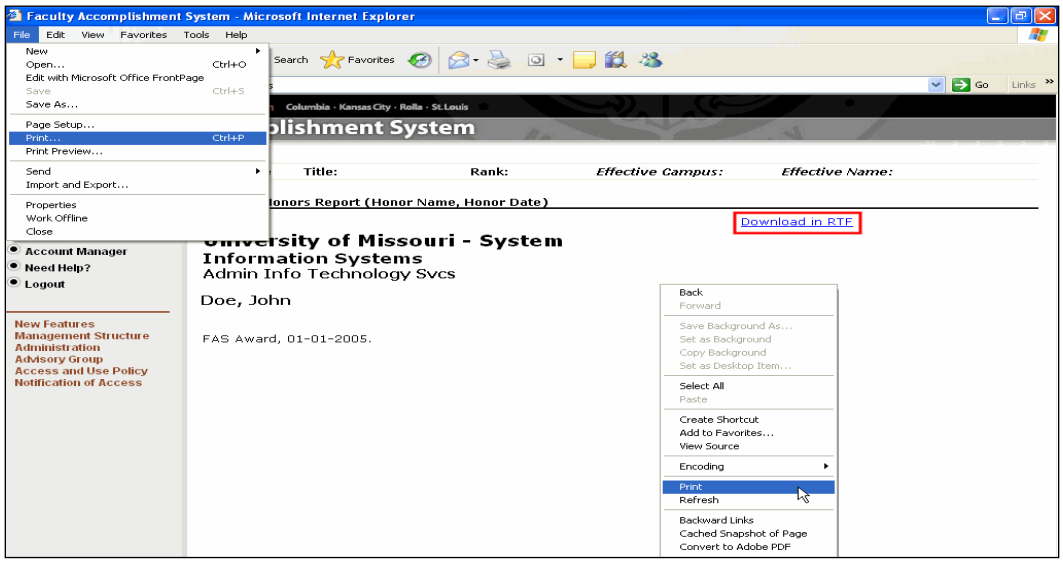
The procedure is complete.

Notes:

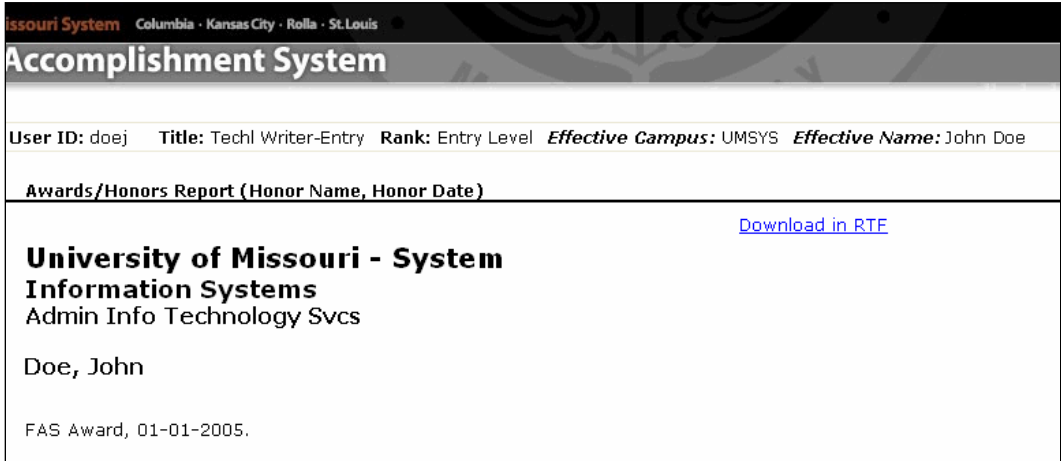
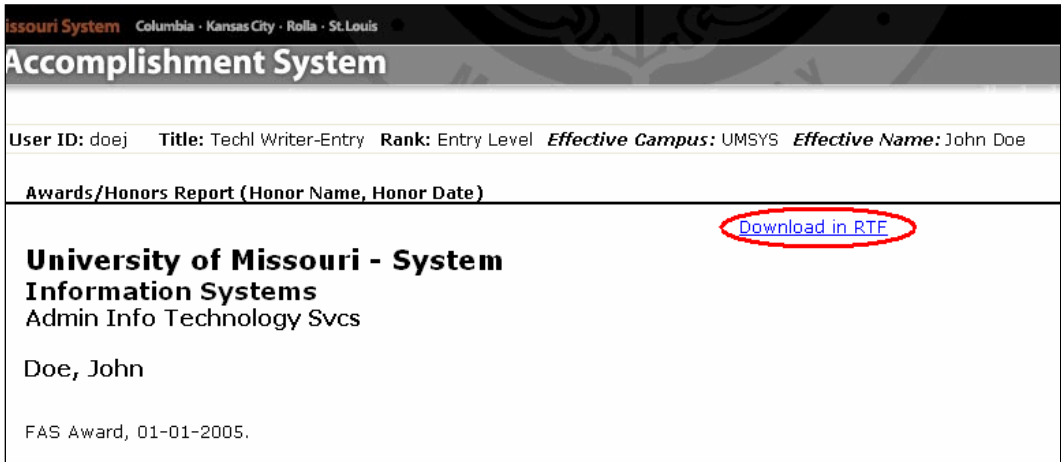
3. Printing Reports

FAS allows you to print reports directly from the application or, if you wish to make formatting changes, you can download a report into another application.

To print a report within FAS:

Step 1	Generate any type of report (i.e., basic, summary, or dynamic). 
Step 2	Use one of the following print options based on your Web browser: Internet Explorer: Right click on the report area and select Print. Mozilla, Firefox: Click Download in RTE and select File > Print. NOTE: Selecting File > Print from the main FAS window may only result in printing the first page of the report. 

To download a report into a different application:

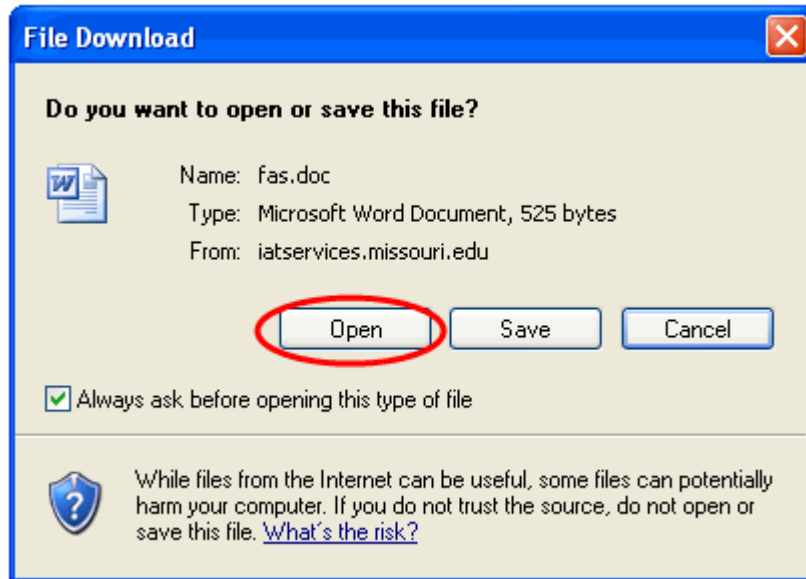
Step 3	Generate any type of basic or summary report. 
Step 4	Select Download in RTF. 

Notes:

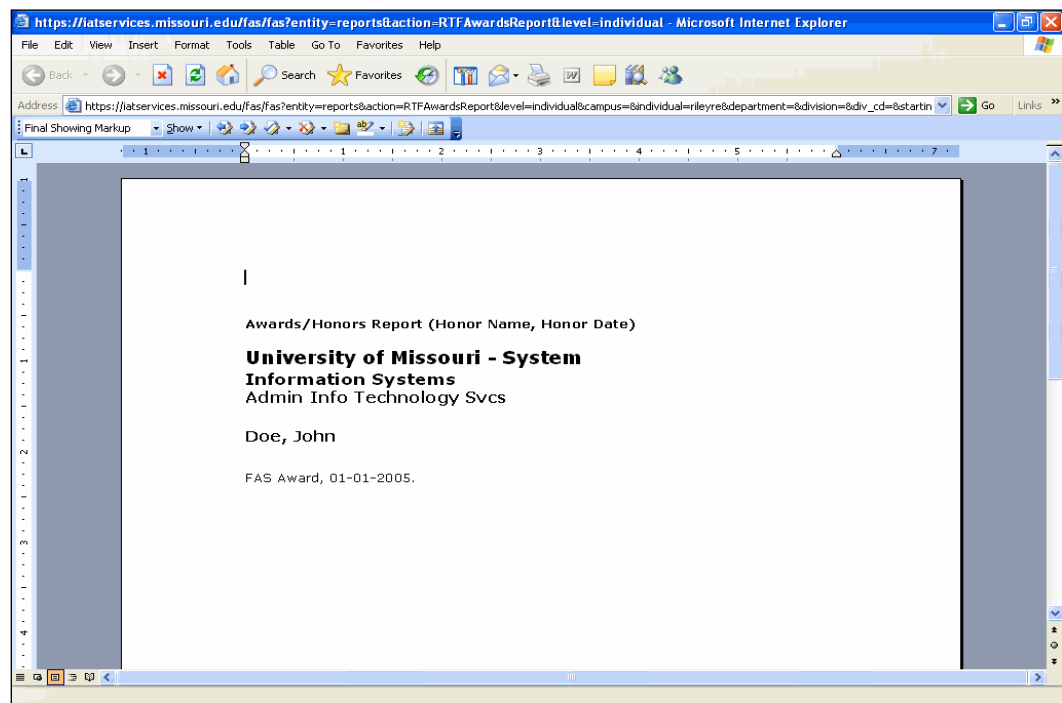


Step 5

You will be prompted to either open or save the report. Click .

**Step 6**

The report will open in another window.



You may reformat the report in this window, copy and paste the report into a word processing application such as Microsoft Word, or select File > Save As and save the report to your hard drive.

To export a dynamic report into Microsoft Excel:

Step 7

Generate any type of dynamic report.

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Dynamic Report Output

Activity Date (MM-DD-YYYY)	Activity Date (MM-YYYY)	Activity Date (YYYY)	Activity Type	Funding Type	Grant Name	Location	Presentation Title	Presenters
01-01-2005	01-2005	2005	Presentation	College	FAS Grant	Main Campus	Learning FAS	Jane Doe

[Export Excel](#)

Step 8

Click

[Export Excel](#)

Missouri System Columbia · Kansas City · Rolla · St. Louis

Accomplishment System

User ID: doej Title: Techl Writer-Entry Rank: Entry Level Effective Campus: UMSYS Effective Name: John Doe

Dynamic Report Output

Activity Date (MM-DD-YYYY)	Activity Date (MM-YYYY)	Activity Date (YYYY)	Activity Type	Funding Type	Grant Name	Location	Presentation Title	Presenters
01-01-2005	01-2005	2005	Presentation	College	FAS Grant	Main Campus	Learning FAS	Jane Doe

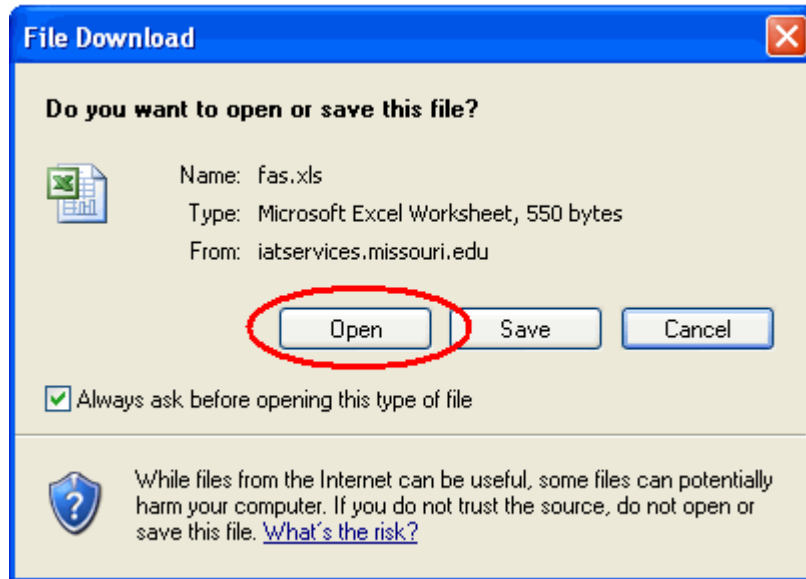
[Export Excel](#)

Notes:



Step 9

You will be prompted to either open or save the report. Click .

**Step 10**

The report will display within FAS.

	A	B	C	D	E	F
1	Activity Date (MM-DD-YYYY)	Activity Date (MM-YYYY)	Activity Date (YYYY)	Activity Type	Funding Type	Grant Name
2	1/1/2005	Jan-05	2005	Presentation	College	FAS Grant
3						
4						
5						

You may reformat the report in this window or copy and paste the report columns into Microsoft Excel.

The procedure is complete.

Notes:

D. FREQUENTLY ASKED QUESTIONS

USER PROFILE INFORMATION

1. **If my profile information (User ID, Title, Rank, Effective Campus, Effective Name) is incorrect, how can it be fixed?** This data comes from PeopleSoft and you may not edit it in FAS. To have it corrected, contact the fiscal officer in your department to report the error to Human Resources, so that PeopleSoft may be updated.

DATA IMPORT AND MANUAL ENTRY

2. **If I edited an imported record, will it be overwritten if the same semester data is imported again?** No, an imported record that has been edited will not be overwritten.
3. **What do I do if there are duplicate records, such as two rows for one class?** Duplicate records usually occur because one record was manually added (source = User) and the other record was imported (source = Import). To correct the data, review both records and click the delete button next to the record that is to be deleted.
4. **How often is data imported into FAS?** Data is only imported when a faculty member, or their appointed representative, select the import option within a specific submenu option under Maintain Activity Information, such as in Courses or Grants. Please note that data for summer sessions must be manually entered into FAS.
5. **How soon after the end of a semester is the data available to be imported into FAS?** Usually data may be imported within a few weeks of the end of the semester. If data cannot be imported to meet a specific deadline, it may be manually entered into FAS.
6. **In the Courses section, what does Contact Hours refer to?** Contact Hours refers to the number of formal meeting hours per week for that particular class. This field is not widely used and may not be required by your campus.
7. **How do I know exactly how much of my information I have to enter into FAS, how fields are to be used, and which are required?** Fields that must be completed in order to save your data are indicated by a red asterisk on each data entry page. Other than those fields, decisions are made campus by campus, and sometimes department by department, on how much information is required to be entered by faculty. The best thing to do is to ask your department chair what is expected in your department or division, and on your campus.
8. **Why hasn't my latest grant proposal been imported?** Grant data cannot be imported when it is in the proposal process, but may be manually entered into FAS. When a grant has been approved for funding (awarded), it will be available for importing into FAS.

9. **Can I cut and paste information into FAS?** Yes, just copy the text from your word processing document and select the field in FAS in which you want to paste information, and select paste.

REPORTS

10. **I manually added a record (such as a grant proposal) so that it would show on the annual report but it isn't included in the report results – why not?** Annual and other date specific reports only show records that are within the specified date range. Make sure your end date is correct when specifying report criteria. If you entered a grant proposal with a date of February 2005 and the annual report is for 2004, the grant will not be included.
11. **Which report can be used to view all data?** The Annual Report will show information for all categories. The Annual Report Annotated with Comments will show the same information but also includes any text entered into the Description field for each record.
12. **Can I import a report into Microsoft Word?** Yes, when the report is displayed, click the Download in RTF hyperlink. A new window will open and the report data will be opened or saved (depending on the option you select).
13. **Can I print my report?** Yes, select View Reports and generate the report you wish to print. Your report will display in the main FAS window. From here you can either print the report or click the Download in RTF hyperlink to open the report in a new window, make changes, and then print. Based on your browser, use one of the following methods to print the entire report to your default printer:

Internet Explorer: Right click on the report area and select Print.

Mozilla, Firefox: Click the Download in RTF hyperlink and select File > Print.

You may also copy and paste the report into a word processing application, such as Microsoft Word, to make changes and print.

KEYWORDS

14. **How do I add a keyword that is not included in the list?** The keyword list was imported from the Community of Science. Additional keywords may not be added directly to FAS by users; updates/changes will come periodically from the Community of Science.

OTHER INFORMATION

15. **Why does the application automatically log me out (“timeout”) without saving my data after a period of inactivity?** It is not uncommon for Web-based applications to timeout (automatically log you out) after sitting unused on a single page for a long period of time. This is a feature that makes Web sites more secure. FAS will timeout if it sits unused for 30 minutes, and unsaved data will be lost! You can edit and update your information as many times as necessary, so if

you need to leave your desk or take a phone call, save your data (by clicking save or update) in case the application times out. You can always return to the section later to complete it.

16. **Where can I get more information about FAS?** From the login page or from within the application, select the Need Help? link. The Help Section contains an online tutorial as well as the FAS User Manual, Quick Reference Guide, and list of frequently asked questions.

E. GLOSSARY

Drop-Down List - A list in a graphical user interface, whose contents are revealed when the user activates it, normally by pressing the mouse button while the pointer is over the title, causing the list items to appear. The user may then select an item from the list. A list item is selected either by dragging the mouse to the item and releasing or by clicking the item.

Ethernet - A type of data communications network that transmits data to and from your computer.

Event - Refers to any activity that deals with a change in data stored by the Faculty Accomplishment System. It can refer to a name, date, time, or even the order in which on call rotation takes place.

HTML - Abbreviation for Hypertext Markup Language. The document format used on the World Wide Web. Web pages are built with HTML tags (codes) embedded in the text. HTML defines the page layout, fonts, and graphic elements as well as the hypertext links to other documents on the Web. Each link contains the URL, or address, of a Web page residing on the same server or any server worldwide, hence "World Wide" Web.

Hypertext Link - Each link from a Web document contains the URL, or address, of another Web page residing on the same server or on any server.

IP - Abbreviation for Internet Protocol. IP is a network layer for the TCP/IP protocol widely used on Ethernet networks. The IP protocol is a set of formal rules describing how to transmit data, especially across a network.

Keywords - A word used in a text search.

Login Authentication - A phrase used to describe the process of typing your user ID and password into text boxes, and submitting them to another application for verification of identity. The application that handles this process is GAME.

Menu - A menu in a graphical user interface, whose contents are revealed when the user activates it, normally by pressing the mouse button while the pointer is over the title, causing the menu items to appear. The user may then select an item from the menu. A menu item is selected either by dragging the mouse to the item and releasing or by clicking the item.

Navigational Elements - Each link from a Web document contains the URL, or address, of another Web page residing on the same server or on any server.

Operating System - The master control program that runs the computer. The first program loaded when the computer is turned on, such as Microsoft Windows 2000.

Username - Another name used for an SSO ID. It usually consists of the individual's last name and part of their first name.

Permissions - Refers to the accessibility level given to an individual when using the Faculty Accomplishment System. There are three levels of permissions granted to a user within the Faculty Accomplishment System application.

Pop-Up Menu - A menu in a graphical user interface, whose contents are revealed when the user activates it, normally by pressing the mouse button while the pointer is over the title, causing the menu items to appear. The user may then select an item from the menu. A menu item is selected either by dragging the mouse to the item and releasing or by clicking the item.

Required Field - Specific information that must be typed into an online form. If this information is not provided, an error will occur when you try to submit (returning data to the server) the form.

SSO ID - The user identification given to individuals associated with the University of Missouri System. It usually consists of the individual's last name and part of their first name. You will also hear this term referred to as Username.

TCP - Abbreviation for Transport Layer Protocol. TCP is the connection-oriented protocol (built on top of the IP protocol) that is used on Ethernet and the Internet. The TCP is a set of formal rules describing how to transmit data, especially across a network.

URL - The abbreviation for Uniform Resource Locator. The address of the Web site you want to view. Example: <http://www.missouri.edu>.

User Interface - The combination of menus, screen design, keyboard commands, command language, and online help. This creates the way a user interacts with a computer.

Web Browser - The program that serves as the front end to the World Wide Web. To view a site on the Internet, you type its Web address (URL) into the browser's location field, and the home page of that site is downloaded to your computer.



Congratulations!

You have completed the
Faculty Accomplishment System
training module.